



# POSTS AND TELEGRAPHS MANUAL

Volume XI

## TRAFFIC INSTRUCTIONS

PARTS I AND II

SECOND EDITION

*Corrected up to 31st October 1938*

9359



*Published under the Authority of the  
Director-General of Posts and Telegraphs*

NEW DELHI: PRINTED BY THE MANAGER  
GOVERNMENT OF INDIA PRESS: 1940





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\* Agent for Army publications only.

## PREFACE.

This Volume supersedes all previous volumes on Traffic Instructions.

Instructions contained in this Volume are for the guidance of all telegraph offices (Government and Licensed). Paragraphs that do not apply to Licensed Offices have been marked with asterisks.

Instructions specially applicable to Departmental Offices, *e.g.*, Hours of duty, overtime rules, Pie-money rules, T. R. C. and half-yearly returns as well as those for observance by administrative officers have been omitted from this Volume and are contained in the Telegraph Traffic Volume. Rules relating to Account matters and those bearing on the subject of despatch of message drafts and message revenue returns to Check Office will be found in the Message Revenue Account Code issued by the Accountant-General, Posts and Telegraphs.

The new volume on Traffic Instructions has been divided into 4 parts :—

- I. General Instructions.
- II. Instructions relating to Inland Messages.
- III. Appendices to Part II.
- IV. Special Instructions relating to Foreign Messages and Appendices thereto.

Parts I and II form one Volume and Parts III and IV have been issued in separate Volumes. Parts I, II and III will be supplied to all Government Telegraph Offices. Part IV will be supplied to only those combined offices which are now provided with the publication “Nomenclature de Bureaux telegraphiques”. Combined Offices which are not provided with Part IV of the Instructions should, when booking a foreign message, signal the message with the service instruction “Check cost, Rs.     ”. The first departmental office through which such a telegram passes should check the booking of the message, rectify all irregularities and advise the office of origin by registered post of any irregularity or any overcharge that has to be refunded to, or any undercharge that has to be collected from, the sender. It should then delete the service instructions “check, etc.” and forward the message to its destination.

The issue of Licensed Telegraph Office Regulations as a separate Volume has been discontinued. Parts I, II and III of Traffic Instructions will be issued to all Licensed Offices instead and Part IV will be supplied to only such of these Offices as are authorised to book foreign messages. In addition a publication named "Extracts from Posts and Telegraphs Manuals for Licensed System" will be issued containing—

- (1) The Indian Telegraph Act and Indian Telegraph Rules, 1927.
- (2) General rules for Licensed Systems (Appendix 4 of Posts and Telegraphs Manual; Volume IX—Telegraph Traffic Manual) containing paragraphs 1 to 14, 19 (3), 20, 138, 171, 175 and 176 of Volume V.
- (3) The last Chapter of the Message Revenue Account Code containing paragraphs 19, 147, 148, 149, 169, 172, 173, 177, 178, 179, 180, 181, 182, 183 and 184 of Volume V.

Any omissions or errors found in this Volume should be referred to the Director-General, Posts and Telegraphs, Traffic Branch, New Delhi.

G. V. BEWOOR,

*Director-General. Posts and Telegraphs.*

NEW DELHI,

*December 1938.*

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**PART I.**

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# Posts and Telegraphs Manual

## Volume XI

### TRAFFIC INSTRUCTIONS

#### PART I.

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#### CHAPTER I.

#### OFFICE ROUTINE.

*N. B.*—In these rules, the term “Head of a Circle” or “Postmaster-General” includes Director, Posts and Telegraphs, Sind and Baluchistan Circle.

*NOTE.*—The rules in antique type are Indian Telegraph Rules of 1932.

#### *Observation and Interpretation of Rules.*

[*Rules in paras. marked \* do not apply to Licensed offices.*]

1. Telegraph officials are responsible that the rules in this volume are fully observed and that any local instructions and standing orders, which may be necessary, are framed in accordance with their spirit and intention.

✓ All officers are expected to interpret the rules reasonably and intelligently with due regard to the interests of the service. No attempt has been made to prescribe for necessary and self-evident exceptions, nor for such matters of detail as should be provided for in local instructions.

#### *Amendment of Rules.*

2. Corrections and additions found necessary from time to time will be issued quarterly, and a careful record of the alterations made should be kept in the Register of corrections and additions at pages iii to xiv. The book must be kept corrected up to date, and Inspecting Officers are required to report any breach of this rule. The number and date of all corrections will be printed in square brackets against each item thus:—[No. 2, 1-10-13], and this number and date must appear against each correction made in this book, either in original as printed or in manuscript.

3. Telegraph officials are requested to point out any errors or omissions in this book to their Postmaster-General, who will bring them to the notice of the Director-General of Posts and Telegraphs, Traffic Branch, so that the necessary corrections may be notified in the quarterly memorandum referred to in the preceding paragraph. All correspondence regarding the interpretation of rules, etc., must also be conducted through the same channel.

4. All correspondence regarding the *supply* of this book should be addressed direct to the Director-General of Posts and Telegraphs, Publication Branch, New Delhi.

5. A Traffic Routine Circular will be issued to all offices by the Director-General of Posts and Telegraphs, Traffic Branch, notifying corrections to the *Post and Telegraph Guide* relating to Telegraph matters, the *Telegraph Circulation Book*, the *Code Names of all Departmental and Principal Combined Offices* and *Index Letters* and to the instructions contained in this Manual in all its Parts.

If, in any week, there is not sufficient matter to notify, the issue of the circular will be held over till the following week. The issues will be numbered serially throughout the official year in order that each office may know if it receives all issues or not. Telegraph officials must keep themselves informed as to what offices are opened or closed by noting all circulars on the subject and correcting the list in the *Guide* immediately the Traffic Routine Circular is received. Care must be taken that all counter clerks are kept informed of all changes.

Applications for extra copies, and all complaints regarding non-receipt of the circular, should be made to the Director-General's Office, Publication Branch, New Delhi.

#### *Use of communication dockets.*

\*6. In large offices, where it is inconvenient for the person making an inquiry, or asking for a correction, or reporting interruption or restoration of communication or calling the Telegraph Master's attention to any matter to leave his post, it will be found advantageous to use enquiry, communication or correction dockets (Form T. I. 55). These dockets should be circulated from instrument to instrument, or from the instrument to the Public Counter or Delivery Office, through the circulation table, precisely as if they were telegrams just received. They should be treated with urgency to prevent delay or loss. The forms are gummed at one end for attachment to the message forms to which they relate.

#### *Secrecy of telegrams.*

6. **SECRECY.**—Save in pursuance of his official duty or in obedience to the direction of a competent authority, a telegraph officer shall not disclose to any person other than the sender or the addressee or the authorised representative of either, the contents of any telegram.

7. No person may be allowed to have access to any message, except in the actual exercise of his duties as allotted to him by the head of the office, who is responsible that all messages are kept under lock and key when not actually required and that proper precautions are taken to secure the secrecy of messages at all stages.

8. Messages are strictly confidential and any breach of secrecy on the part of Telegraph officials renders them liable to punishment under the Telegraph Act to a fine or imprisonment not exceeding three years, or both. It is a violation of secrecy to mention that a message has been received or despatched by any particular person or firm. All persons employed by the Department in connection with telegraph work, whether paid or unpaid, are included in the title "Telegraph Officers" as defined and used in the Act.

*Divulgence of the contents of telegrams.*

9. Under sub-section (1) of Section 5 of the Indian Telegraph Act, the Governor-General in Council or a Local Government or any officer specially authorised in this behalf by the Governor-General in Council (a list of such officers is given below), may, on the occurrence of any emergency or in the interests of the public safety, order that any message or class of messages to or from any person or class of persons or relating to any particular subject, brought for transmission by, or transmitted or received by, any telegraph office, shall not be transmitted or shall be intercepted or detained or shall be disclosed to the Government or any officer thereof mentioned in the order.

The Resident for Central India ;

The Resident in Rajputana ;

The Agent to the Governor-General, Resident and Chief Commissioner in Baluchistan ;

The Resident for the Punjab States ;

The Resident for the Madras States ;

The Resident in the States of Western India ;

The Resident at Hyderabad ;

The Resident in Mysore ;

The Resident in Kashmir ;

The Resident at Baroda ;

The Resident at Gwalior ;

The Political Officer, Sikkim ;

The Commissioner in Sind ; and

The Director, Intelligence Bureau.

If any doubt arises as to the existence of a public emergency, or whether any act done under the sub-section was in the interests of the public safety, a certificate signed by a Secretary to the Government of India or to the Local Government is to be conclusive proof on the point. A telegraph official receiving an order under this sub-section is bound to obey it, and to intercept or detain the message or class of messages specified in the order, or to disclose the contents thereof, as the case may be. The fact that a message has been intercepted shall



not be communicated to the sender or to the office of origin, unless the order from the Government concerned or from the officer mentioned in the order referred to above, contains instructions that this may be done.

These orders will be signed by a Secretary to Government, or Local Administration, as the case may be. In the remaining cases the orders will be personally signed by the officers specified in sub-para. 1 above.

If the sender makes enquiries regarding the non-delivery of the telegram, he may be informed that it has been withheld under Section 5(1)(b) of the Indian Telegraph Act. He would then be at liberty to apply for a refund. Refunds may be granted on telegrams stopped under the section quoted above *on application by the senders*.

**\*10.** In Indian States on the occurrence of a grave public emergency, or in the interests of the public safety, the Governor-General in Council may, as a temporary measure,—

- (a) take control of any telegraph systems or part of any telegraph systems, subject to reasonable provision being made for the business of those States, or
- (b) direct that any messages or class of messages to or from any persons or class of persons, or relating to any particular subject tendered for transmission by, or transmitted or received by, any telegraph office, shall not be transmitted, or shall be intercepted or detained, or shall be disclosed to the Government or an officer thereof mentioned in the order. The powers of the Governor-General in Council may be exercised by the Governors of Provinces in regard to States which are in political relations with them.

If any doubt arises as to the existence of a grave public emergency or whether any act done under (a) and (b) above was in the interest of the public safety, a certificate signed by the Political Secretary to the Government of India, or a Secretary to a Local Government, as the case may be, will be conclusive proof on the point.

**11.** Every telegraph official, acting in obedience to any such order, is exempted from the penalty imposed by section 26 of the Act on telegraph officers wilfully omitting to transmit or intercepting or detaining any message or any part thereof, but in order to secure for himself the benefit of the exception, he should, before omitting to transmit or intercepting or detaining any message, satisfy himself, with reference to the particulars specified in the order, that the message which he has in his hands is the particular message required or a message of the class referred to in the order.

**12.** In the case of individual messages, such particulars should, when practicable, include the names of the sender and addressee, or one of them and the time and place of transmission or such other particulars as may be available and as will tend to the clear identification of the telegram required. In the case of a general order affecting

a class of messages, it is not practicable to describe the nature of the particulars required, but they ought to be such as to enable the officer to determine, without serious risk of error, whether any particular message does or does not belong to the class. A receipt shall be obtained for any message disclosed to the Government or an officer of Government in accordance with any such order.

13. All orders for the interception, search, detention or divulgence of messages under the orders contained in paragraph 9, must be in writing and a copy of the same, along with a brief report of the action taken, should be sent to the Postmaster-General of the Circle.

*Production of original message drafts in Courts of Law, etc.*

14. Under Act V of 1898, section 95, every District Magistrate Chief Presidency Magistrate, High Court or Court of Session is empowered to cause to be delivered up to such person, as such Magistrate or Court may direct, any document in the custody of a Telegraph Officer which may be required for the purpose of any investigation, enquiry, trial or any other proceeding under that Act, both within and beyond the respective limits of their jurisdiction.

*Extract from Act V of 1898.*

*Section 95.*—(1) If any document, parcel or thing in such custody is, in the opinion of any District Magistrate, Chief Presidency Magistrate, High Court or Court of Session, wanted for the purpose of any investigation, enquiry, trial or other proceeding under this Code, such Magistrate or Court may require the Postal or Telegraph authorities, as the case may be, to deliver such document, parcel or thing to such persons as such Magistrate or Court directs.

(2) If any such document, parcel or thing is, in the opinion of any other Magistrate, or of any Commissioner of Police or District Superintendent of Police, wanted for any such purpose, he may require the Postal or Telegraph Department, as the case may be, to cause search to be made for and to detain such document, parcel or thing pending the orders of any such District Magistrate, Chief Presidency Magistrate or Court.

*Section 96.*—(1) Where any Court has reason to believe that a person to whom a summons or order under section 94, or a requisition under section 95, sub-section (1), has been or might be addressed, will not or would not produce the document or thing as required by such summons or requisition, or where such document or thing is not known to the Court to be in the possession of any person, or where the Court considers that the purposes of any enquiry, trial or proceeding under this Code will be served by a general search or inspection, it may issue a search-warrant, and the person to whom such warrant is directed may search or inspect in accordance therewith and the provisions hereinafter contained.

(2) Nothing herein contained shall authorise any Magistrate, other than a District Magistrate or Chief Presidency Magistrate, to grant a warrant to search for a document, parcel or other thing in the custody of the Postal or Telegraph authorities.

*Section 105.*—Any Magistrate may direct a search to be made in his presence of any place for the search of which he is competent to issue a search-warrant.

Any other Magistrate, any Commissioner of Police or District Superintendent of Police may require the Telegraph Administration to cause search to be made for, and to detain, pending the orders of any such

District Magistrate, Chief Presidency Magistrate or Court, any document which is, in the opinion of the authorities above specified, required for the purpose of any investigation, enquiry, trial, etc.

All Deputy Commissioners and Collectors are District Magistrates. Local Governments establish "Courts of Session" for every Sessions division and appoint Judges of such Courts who are known as Sessions Judges. In cases of doubt the point should be referred to the Local Government through the Postmaster-General.

If an Indian State Court requires the production of an original telegram in a Criminal Case, it can obtain the same by issuing a commission to a Civil Court in Calcutta, under Section 21 of the Indian Extradition Act, 1903 (XV of 1903). The Court in Calcutta will then summon the original telegram from the Telegraph Check Office, Calcutta, and if there is no objection on the part of the Telegraph Authorities to its production, will bring it on to the record of evidence taken on Commission and forward it to the State Court which issues the Commission.

If a Court in any British possession grouped with British India requires the production of an original telegram, it can obtain the same by issuing a summons to a Court in British India under Sections 21 of the Indian Extradition Act, 1903 (XV of 1903) and 15 of the Fugitive Offenders Act, 1881. The summons should be endorsed by a District Magistrate, Chief Presidency Magistrate, High Court or Court of Session in British India mentioned in Section 95 of the Code of Criminal Procedure (Act V of 1898). The Court in British India will then call for the original telegram from the Telegraph Check Office, Calcutta, and if there is no objection on the part of the Telegraph Authorities to its production, will, on receipt of the telegram from the Telegraph Check Office, forward it to the British Colonial Court which issues the summons.

The following are the groups of British possessions included with British India :—

- (1) Ceylon, Hongkong, the Straits Settlements, the Federated Malay States, Johore, Kedah and Perlis, Kelantan, Trengganu, Brunei, North Borneo, Sarawak and Burma.
- (2) The Somaliland Protectorate, the East Africa and Uganda Protectorates.
- (3) Aden, Mauritius, Zanzibar and all British possessions and Protectorates in Africa south of the Equator.
- (4) The Persian Coast and Islands.

15. The following are the regulations relating to the production of telegrams before Courts-Martial (*Public Works Department letter No. 20, dated the 28th of January 1896*) :—

In so far as Courts-Martial convened under the Indian Army Act (Act VIII of 1911) are concerned, the law is clearly laid down in

Section 84 (reproduced below) in which is incorporated *mutatis mutandis* the provisions of Sections 94 (paragraph 3) and 95 of the Code of Criminal Procedure (Act V of 1898).

*Extract from Act VIII of 1911.*

*Section 84.*—(1) The convening officer, the president of the court, the judge-advocate, or the commanding officer of the accused person may, by summons under his hand, require the attendance before the court, at a time and place to be mentioned in the summons, of any person either to give evidence or to produce any document or other thing.

(2) In the case of a witness amenable to military authority, the summons shall be sent to the officer actually commanding the corps, department or detachment to which he belongs, and such officer shall serve it upon him accordingly.

(3) In the case of any other witness, the summons shall be sent to the Magistrate within whose jurisdiction he may be or reside, and such Magistrate shall give effect to the summons as if the witness were required in the Court of such Magistrate.

(4) When a witness is required to produce any particular document or other thing in his possession or power the summons shall describe it with convenient certainty.

(5) Nothing in this section shall be deemed to affect the Indian Evidence Act, 1872 (I of 1872), section 123 and 124, or to apply to any letter, post-card, telegram or other document in the custody of the Postal or Telegraph authorities.

(6) If any document in such custody is, in the opinion of any District Magistrate, Chief Presidency Magistrate, High Court, or Court of Session, wanted for the purposes of any court-martial, such Magistrate or Court may require the Postal or Telegraph authorities, as the case may be, to deliver such document to such person as such Magistrate or Court may direct.

(7) If any such document is, in the opinion of any other Magistrate or of any Commissioner of Police or District Superintendent of Police, wanted for any such purpose, he may require the Postal or Telegraph Department, as the case may be, to cause search to be made for, and to detain such document, pending the orders of any such District Magistrate, Chief Presidency Magistrate or Court.

With regard, however, to courts-martial held under the Army Act (44 and 45 Vict., Cap. 58), under the English Law of Evidence which governs their proceedings, a person, if served with a subpoena to that end, is bound to bring into Court any document proved to be in his possession, though he may have a valid excuse for not showing it in evidence, the validity of the excuse being a matter for the judgment of the Court and not of the witness. If, then, a Telegraph Official is required by a British court-martial to produce a telegram, he must so far comply with the requisition as to bring it with him into Court, and to be ready to produce it, if ordered by the Court to do so, after his objection has been heard and determined upon, but not otherwise.

16. The following are the regulations relating to the production of messages in Civil Courts (*Public Works Department letter No. 342-T., dated the 5th December 1890*):—

- (a) Every Civil Court having the authority to order the production of documents under Rules 1, 6, 14 of Order XVI in the First Schedule of the Code of Civil Procedure, 1908 (Act V of 1908), is authorised to summon a Telegraph Official to produce in Court any specified message.

- (b) If the message refers to any affairs of State, the Telegraph Official, though he would bring the message to Court with him, is precluded by section 123 of the Indian Evidence Act, I of 1872, from making it over to the Court without the previously obtained permission of the Director-General, who will himself obtain the order of Government on the point.
- (c) If the message does not refer to any affairs of State, it may be produced in Court, and, if necessary, made over to the custody of the Court by any Telegraph Official authorised to do so by the Postmaster-General, the Superintendent of the Agra, Calcutta, Bombay, Madras, Delhi, Karachi, Lahore or Rangoon Office, or the Officer-in-Charge, Telegraph Check Office, Calcutta.
- (d) In the event of neither of the parties to a Civil suit being either Sender or Receiver of a duly specified message required to be produced in Court, the Telegraph Official, when producing the document, is to explain to the Court that he holds it confidentially and should not be made to divulge it without real necessity. The responsibility will then rest with the Court.
- (e) Messages should be taken to Court in a sealed cover, and the cover should only be opened in the presence and on the requisition of the Court. Timely applications by wire must be made for the necessary authority to produce messages under (b) and (c).

A Registrar can call for or enforce the production of an original telegram under section 75 of the Indian Registration Act, 1908 (XVI of 1908), but if a Sub-Registrar requires the production of the same, his requisition must come through the channel prescribed by section 36 of the said Act, that is, he may call upon such officer or Court, as the Local Government directs in that behalf, to issue a summons for the purpose.

If an Indian State Court requires the production of an original telegram in a Civil Case, it can obtain the same by issuing a summons on the Telegraph Check Office, Calcutta, through a Court in British India, provided *inter alia* that the Governor-General in Council has, by a notification in the *Gazette of India*, declared the provisions of section 650-A of the Code of Civil Procedure (Act XIV of 1882) which corresponds to section 29 of Act V of 1908 to apply to such Court.

The original drafts of messages produced in Courts of law should be permanently filed in the Courts in which they are produced, and their return to the Telegraph Authorities should not be requested. (*Government of India, Department of Commerce letter No. 3817-72, dated 18th May 1906.*)

17. All orders for the production of messages must be in writing and a copy of the same should be forwarded to the Check Office, Calcutta, together with a statement showing the following particulars:—

- (a) Authority on which production was made.
- (b) Where sent or produced.
- (c) Copies of the messages in question certified as true copies by the head of the office. The original will be retained in the Court.

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*Circulation and control of traffic.*

\*18. Special attention should be given to the proper circulation of message traffic. The Circulation List of each office which has outlets to two or more offices should be reviewed by the Head of the Circle once a year. For this purpose the offices concerned should be required to submit an analysis of their traffic (A, B and C messages) of one day on Form T. I. 26. Full instructions regarding the preparation of the analysis are printed on the back of the form. The points to be aimed at are: direct working, fewest possible transmissions, even load and the reduction of expenditure under pie-money. The circulation of sent and received messages should be identical. When necessary, heads of other circles should be consulted. Messages should not be diverted to routes other than those shown in the Circulation List except in abnormal circumstances, such as interruption or congestion of traffic on the normal route. Form T. I. 26 should not be stocked by telegraph offices but should be stocked by Postmasters-General and sent to telegraph offices as required.

\*19. Circular Service and GP messages will be distributed according to Appendix 21 and the Circulation Lists issued by Heads of Circles, INA messages according to Appendix 22 and WS messages according to Appendix 23 GP messages originate in Bombay, INA in <sup>Delhi</sup> ~~Simla~~ and Calcutta and WS messages in Simla.

Offices which are in direct communication with the office of origin will receive their copies direct and others by the most expeditious route. Intermediate offices in circuit must be warned to take their copies while the messages are being transmitted to the terminal office on the wire. No service instructions need be entered in the telegrams, unless necessitated by interruptions.

\*20. Circular Service messages originating at Calcutta must be distributed by Calcutta in accordance with the Circulation List in Appendix 21, and the Circulation Lists issued by Heads of Circles, a copy being signalled to Bombay for distribution to the offices noted against it in that list.

Circular Service messages originating at Simla (or Delhi) will be signalled to Bombay for distribution in accordance with those lists, Simla (or Delhi) will complete its own distribution after transmitting the copy to Bombay.

Circular Service messages originating at Madras, such as Interruption Reports, must be signalled to Bombay for distribution, and Madras will then distribute them to the offices noted against it in the Circulation List.

**\*21.** Copies of Circular Service messages addressed AO, AGO, or ALO (para. 217) should be furnished to Postmasters-General, Directors, and Divisional Engineers, Telegraphs, the Controller of Telegraph Stores, and the Superintendent of the Telegraph Workshops by the telegraph offices situated at their respective headquarters, and by the Central Telegraph Office, Calcutta, to the Officer-in-Charge of the Telegraph Check Office, Calcutta.

Circular Service messages addressed AO (All Offices) (*see* para. 217) should be furnished to Licensed Telegraph Systems in accordance with Appendix 24.

**\*22.** Circular Service messages sent by Postmasters-General should be signalled either to Bombay or Calcutta first for distribution. The Postmasters-General, Bengal and Bihar and Orissa Circles, should address their Circular telegrams *CA for AGO*, while the Postmasters-General, Bombay, Madras, Central, United Provinces and Punjab Circles, should address them *BY for AGO*. The words *CA for* and *BY for* will be struck out at the Calcutta and Bombay offices, respectively, before distribution takes place in accordance with Appendix 21.

**\*23.** Service messages intended for "All P. M.s G. or all Tels." and originating at Delhi, Simla, or Calcutta, should be addressed "*DI for* ..... " "*SM for* ..... " or "*CA for* ..... " as the case may be, and distributed as follows:—

(1) *When originating at Delhi or Simla—*

DI (or SM) to KR, LH.

DI (or SM) to BY	.	.	.	.	{	BY to NP
						BY to MS
DI (or SM) to AG	.	.	.	.		AG to LW
DI (or SM) to CA	.	.	.	.		CA to PT

(2) *When originating at Calcutta—*

CA to BY, KR, LH, LW, MS, NP, PT.

Service messages addressed to "All Tels." should be transmitted to the following officers:—

(1) Director of Telegraphs, Punjab & N. W. F. Circle, at Lahore.

- (2) Director of Telegraphs, Madras Circle, at Madras.
- (3) Director of Telegraphs, Bengal and Assam Circle, at Calcutta.
- (4) Director of Telegraphs, United Provinces Circle, at Lucknow.
- (5) Director of Telegraphs, Bombay Circle, at Bombay.
- (6) Director of Posts and Telegraphs, Sind and Baluchistan Circle, at Karachi.

\*24. Departmental offices control the traffic on combined office circuits, and any orders issued to a combined office by a departmental office for the regulation of traffic must be implicitly obeyed. Departmental offices must obey traffic orders issued by other departmental offices in charge of officers of senior rank. For instance, departmental offices in charge of telegraphists must obey traffic orders issued by offices in charge of Telegraph Masters or officers of higher rank; those in charge of Telegraph Masters must obey orders issued by offices in charge of Superintendents, or officers of senior rank, and so on.

On combined office circuits, not connected to a Departmental Office, the transit combined office will exercise control.

In the case of offices in charge of Superintendents, control will be exercised as follows:—

- (1) *Calcutta*.—All main circuits radiating from it. On the Calcutta-Bombay route, Calcutta will be the controlling office throughout 24 hours.
- (2) *Bombay*.—All main circuits radiating from it except those in direct communication with Calcutta.
- (3) *Rangoon*.—All main circuits radiating from it except those in direct communication with Calcutta.
- (4) *Agra*.—All main circuits radiating from it except those in direct communication with Bombay and Calcutta.
- (5) *Madras*.—All main circuits radiating from it except those in direct communication with Bombay and Calcutta.
- (6) *Lahore*.—All main circuits radiating from it except those to Agra, Bombay and Calcutta.
- (7) *Delhi*.—All main circuits radiating from it except those to Agra, Bombay, Calcutta and Lahore.
- (8) *Karachi*.—All main circuits radiating from it except those to Agra, Bombay, Calcutta and Lahore.

All traffic orders, in the absence of definite instructions to the contrary, continue in force till 7 hours the following morning (*see* para. 37).



If it is found necessary to deprive an office of its normal outlet for traffic, the orders of the controlling office must not be issued by an officer of lower rank than the Assistant Superintendent or Deputy Superintendent in charge of the Instrument Room or (in his absence) the senior traffic officer on duty. The telegram must contain a brief statement showing the necessity for such orders, and an entry must be made in the diary for the information of the head of the office.

*Transfer of telegrams by hand between central and local offices.*

\*25. In case of an interruption between a Local and a Central Office, or of heavy accumulation of work, A messages, after being handed in at the Local Office, may be transferred to the Central Office by a messenger. The "by hand" transfer is made as a regular arrangement between several Central offices and their local offices.

They should be accompanied by an Invoice (Form T. I. 86), in duplicate, showing (a) the number of messages sent by hand, (b) the first and last A numbers, and (c) the time despatched. The Central Office on receiving the messages will sign both copies of the Invoice, return one copy to the Local Office and retain the other for its own record. The Central Office will treat the messages received by hand as A messages, but give them separate numbers from the ordinary A messages of the office.

When the messages received by hand from Local Offices have been disposed of, they should be retained in the Central Office for 48 hours. At the end of this period, they should be returned to the Local Office accompanied by an Invoice (Form T. I. 86) in duplicate, showing (a) the number of messages and (b) the Central Office local numbers of the messages. The Local Office on receiving the messages back will sign both copies of the Invoice, return one copy to the Central Office and retain the other for its own record. Both the Central and Local offices should retain their copies of these Invoices for a period of twelve months following the month in which they originated. In the Central Office, skeleton copies of messages received by hand from Local Offices should not be retained.

*Equalisation of delay between offices working direct.*

26. Where there are several outlets between offices working direct, and it is observed that the traffic of the same class at one end is falling badly in arrears, the Supervisors should at once direct attention to the matter and arrange to equalise delay, either by giving the office whose traffic is in arrears another wire to send on, or by duplexing a circuit, so that the belated messages may be hastened on. On the other hand, where there is only one Simplex circuit between any two offices, and the traffic of the day of one of them is falling into arrears, steps

should be taken to allow that office to send two or more messages at a time to the other's one in order to equalise delay. Overnight traffic is dealt with as in para. 45.

Requests to work additional circuits, or to work duplex or to equalise delay by other methods, should invariably state the number of messages on hand with the maximum delay as in the case of requests for assistance by means of diversion (*see* para. 41).

With a view to equalising delays all large offices should report to each other every two hours whenever there is an accumulation of traffic the number of messages on hand together with delays between the hours of 10 and 0. It is not necessary for such offices to send bi-hourly reports if traffic is clear at any time between the hours of 10 and 0.

*Reports of accumulations of traffic in offices.*

27. The offices mentioned below should report to the Postmaster-General of the Circle concerned whenever there are any messages on hand at 2 hours (Indian Standard Time) which are delayed more than *six* hours for any of the offices noted against their names. If the delay is less than *six* hours no report need be sent unless the number of messages on hand is more than 100.

To be reported by	Accumulation of traffic for
Agra . . . . .	Ahmedabad, Bombay, Calcutta, Karachi, Lahore, Rawalpindi, Simla (or Delhi).
Ahmedabad . . . . .	Agra, Bombay, Karachi.
Bombay . . . . .	Agra, Ahmedabad, Calcutta, Karachi, Lahore, Madras, Simla (or Delhi) .
Calcutta . . . . .	Agra, Bombay, Karachi, Lahore, Madras, Simla (or Delhi.)
Simla or Delhi (during period headquarters of Government of India are at either)	Agra, Bombay, Calcutta, Karachi, Lahore.
Karachi . . . . .	Agra, Ahmedabad, Bombay, Calcutta, Lahore, Simla (or Delhi).
Lahore . . . . .	Agra, Bombay, Calcutta, Karachi, Rawalpindi, Simla (or Delhi).
Madras . . . . .	Bombay, Calcutta, Colombo.
Rawalpindi . . . . .	Agra, Lahore.

These reports should be sent by Service message classed T at 8 hours (Indian Standard Time) and be framed according to the alphabetical order of the offices against which the delay is reported. They should give the code name of the offices for which there is a delay followed by—

- (a) the number of messages on hand at 2 hours (Indian Standard Time);
- (b) the number of messages, if any, included in the above which are delayed more than *six* hours;

- (c) the maximum delay; and
- (d) the cause of the delay.

The cause for the accumulation or delay to traffic should be classed categorically as follows :—

(a) Line faults

- (1) Low insulation.
- (2) Disturbances caused by heavy rain or storm.
- (3) Abnormal high conduction.
- (4) Disturbances caused by working parties.
- (5) Fleeting disturbances from unknown cause.

(b) Apparatus defects.

- (6) Loss of synchronism.
- (7) Faulty key-board or distributor or Retransmitter.
- (8) Instruments out of adjustment or not properly cleaned.

Thus 150/46/11 would mean that there were 150 messages on hand at 2 hours (Indian Standard Time) with a maximum delay of 11 hours, while 46 of those were delayed over 6 hours. If all the messages were delayed over *six* hours, the group would be 150/150/11. If there were no messages delayed over *six* hours, the group would be 150/5. If there were less than 100 messages but still the maximum delay exceeded *six* hours, the group might be 88/22/11. A brief report should also be sent by service message at 8 hours to the Deputy Director-General, Telegraphs, New Delhi or Simla as the case may be quoting merely the number of messages on hand at 2 hours, the number of messages, if any, included in the above which is delayed more than six hours, and the maximum delay. A copy of the delay report furnished to the Head of the Circle concerned should be sent *by post* to the Deputy Director-General, Telegraphs, New Delhi or Simla, only in cases in which the traffic is not clear at 8 hours. In other cases, if an office has an accumulation of traffic over 50 messages at 7 hours (Indian Standard Time) for any other office, the matter should be reported by a Service message classed T at 8 hours to the Postmaster-General only giving the number of messages on hand, the maximum delay and the cause of the delay.

The Traffic reports referred to in this paragraph should be framed in consultation with the Technical Officer (where there is one) and a short report, on the remarks made by the Traffic Branch as to the cause of the delays reflecting on lines or instruments, should be submitted by the Technical Officer by post on the same day to the Divisional Engineer, Telegraphs, concerned.

*Telegrams relating to Capital sentences.*

23. State messages relating to capital sentences or reprieves must be brought to the immediate notice of the Head of the Office, or in his absence to the senior Telegraph official on duty. He must take special measures for prompt re-transmission or delivery, and if the re-transmission or delivery cannot be effected immediately, he must inform the office of origin by an XT message for communication to the sender. He must also, after disposal, place his *full signature* across a spare part of the message form.

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*Opening and closing of offices.*

\*29. When a Departmental or Combined Office other than a Season or Camp Office is opened or closed permanently or temporarily for public business, the fact must be reported by the office concerned by Service message, classed T, to the terminal and intermediate offices on the circuit and to the Postmaster-General. When reporting the opening of an office, the week day and Sunday and holiday working hours should be stated, and the message should be framed in code (*see* Code Book for Service messages).

The opening and closing of Field Offices must be reported as above by an XT Service message and a copy addressed to the Director-General, Posts and Telegraphs, Traffic Branch.

30. The opening and closing of any office for paid message traffic on a Licensed Telegraph System, should be reported by post by the Postmaster-General, to the Director-General of Posts and Telegraphs, Traffic Branch.

In reporting the opening of the office, the name of the Government Telegraph Office at which the transfer of traffic between the Government and Licensed Telegraph systems will take place should be reported for inclusion in the *Post and Telegraph Guide*.

It should also be stated whether the five miles delivery limit or the station delivery limit will apply to the office (*see* Indian Telegraph Rules 100, 101 and 280 and 281).

\*31. When Camp Offices are opened for high officials, their opening and closing must be reported by Service message classed T to the terminal and intermediate offices working on the circuit and to the Postmaster-General.

\*32. The opening and closing of Bank Offices should be reported to the terminal and intermediate offices on the circuit, the Postmaster-General, and the Director-General of Posts and Telegraphs, Traffic Branch. In the opening report, the reasons for opening the Bank Office should be stated briefly.

\*33. When a season office is opened and closed for the first time, the fact must be reported by that office by Service message, classed T, to the terminal and intermediate offices on the circuit and to the Postmaster-General. When reporting the opening of the office, the week day and Sunday and holiday working hours should be stated (*see* Code Book for Service messages).

In subsequent years, the opening and closing of Season offices must be reported by Service message, classed T, to the terminal and intermediate offices on the circuit, but by *post* to the Postmaster-General. In the case of Combined offices this report by *post* should be forwarded through the First Class Postmaster or Superintendent of Post Offices concerned. It should show the time and date of opening or closing and should be posted on the same day as the opening or closing.

34. The messages to the Director-General of Posts and Telegraphs Traffic Branch, referred to in the preceding paragraphs, should be addressed to New Delhi throughout the year. A copy of the reports relating to Field Offices and intended for the Director-General, should be addressed to New Delhi during the period 1st November to 31st March and to Simla during the remainder of the year.

*Camp Offices for High Officials on tour.*

35. To admit of the prompt and correct disposal of telegrams addressed to the Heads of Local Governments and Administrations while on tour it is arranged that their telegrams should be addressed to their camps and copies of their tour programmes furnished at once to certain controlling offices in each province which forward the telegrams to destination according to the tour programme. The following list shows the Heads of the different Provincial Governments and Administrations with the names of their camps and of the controlling offices :—

Name of Provincial Government or Administration.	Abbreviated name of Camp.	Controlling Office.
1. Agent to the Governor-General, Resident and Chief Commissioner in Baluchistan . . . . .	Baluchistan Camp .	Quetta.
2. Resident in Rajputana, and Chief Commissioner, Ajmer-Merwara . . . . .	Rajputana Camp .	Ajmer.
3. Governor, North-West Frontier Province . . . . .	N.-W. F. Camp .	Peshawar.
4. Resident in Central India .	C. I. Camp .	Indore.

Name of Provincial Government or Administration.	Abbreviated name of Camp.	Controlling Office.
5. Resident in the States of Western India . . .	Kathiawar Camp .	Bhavnagar, Rajkot.
6. Governor of Assam . . .	Assam Camp . . .	Dibrugarh, Gauhati, Shillong, Silchar.
7. Governor of the Central Provinces. . . . .	C. P. Camp . . .	Nagpur, Jubbulpore, Pachmarhi.
8. Governor of Bengal . . .	Bengal Camp . . .	Calcutta, Chittagong, Dacca, Darjeeling, Saidpur.
9. Governor of Bombay . . .	Bombay Camp . . .	Ahmedabad, Belgaum, Bombay, Karachi, Poona.
10. Governor of Madras . . .	Madras Camp . . .	Bangalore, Calicut, Madras, Madura, Negapatam, Ootacamund, Trichinopoly, Tuticorin, Vizagapatam.
11. Governor of Bihar . . .	Bihar Camp, Bihar .	Patna, Calcutta, Ranchi.
12. Governor of Orissa . . .	Orissa Camp . . .	Cuttack.
13. Governor of the Punjab . .	Punjab Camp . . .	Ambala, Delhi, Lahore, Simla.
14. Governor of the United Provinces of Agra and Oudh .	U. P. Camp . . .	Agra, Allahabad, Delhi, Lucknow, Naini Tal.
15. Governor of Sind . . .	Sind Camp . . .	Karachi.

Telegraph offices receiving telegrams addressed to the camps mentioned in column 2 should transmit them to one of the controlling offices named in column 3 for onward transmission to destination according to the tour programme. In messages addressed to the Heads of Local Governments and Administrations named in column 1, or to any one accompanying them, the name of the *Office of destination* should be given simply as "*Assam Camp*", "*U. P. Camp*", etc., without the addition of the particular Telegraph Office from which the messages are to be delivered, unless the circumstances render it really necessary. In messages *from* them, the name of the Telegraph Office at which handed in must invariably follow the name of the Camp, thus :—

"*Assam Camp, Silchar*", "*U. P. Camp, Haldwani*", "*Punjab Camp, Ferozepore*", etc.

The name of the *office of origin* is always necessary to admit of references regarding the original messages, calls for repetition, etc., being correctly made. If the camp office affected has already been closed, all references regarding messages accepted by that office should be replied to by the last transit office that received the messages from it.

*Military manœuvres.*

**36.** The Government of India in the Army Department may permit Signal Companies to erect and work temporary telegraph and telephone lines without a license during manœuvres and at training camps and, within a manœuvre area only and to accept paid messages intended for, or coming from, the Department of Posts and Telegraphs. In such cases the Signal Companies will open a separate military office at the place where their system adjoins the departmental system and the transfer of telegrams will be made by hand.

Inland and foreign messages of all kinds may be accepted by all offices worked by Signal Companies under the conditions for acceptance of messages generally as laid down in the Indian Telegraph Rules. Senders of messages must always give a reliable address after their signature showing their name and rank of regiment or corps, or, in the case of civilians their recognised inland residence.

The original copies of all messages accepted at Manœuvre offices and transferred to the departmental system should be made over to the Government office at which the messages are transferred. Paid messages Private and State, should be fully paid for in postage stamps, or, failing this, their value should be made over in cash to the Government office which will affix the stamps.

*Interruptions and delays.*

NOTE.—For the procedure to be followed in case of interruptions on lines, see Appendix II, page 75, of *Technical Instructions on Testing Lines and Cables*.

**\*37.** In the absence of any orders to the contrary, all lines should be put straight at 7 hours (Indian Standard Time) on every Monday morning.

**\*38.** All Combined Offices must have simple instructions regarding the action to be taken in case of interruptions and the Postal employees should understand the orders which are usually given by Testing Offices when a regular or fault test has to be taken.

**39.** When an interruption occurs on a line *not* under regular test, and on all lines where a localisation test either cannot be made or the result is doubtful, a man must start invariably from each of the offices between which the fault exists, not later than one hour after the interruption occurs if by day, or at daybreak if at night, and the men must not return till they have met one another.

Immediately on the return of the lineman to his own office, or on his arrival at the next office, when he has had to travel the entire distance between the two, the Head of the office will arrange for the preparation of his report (Form T. I. 73 or, in case of Licensed offices,

L. T. 20). These reports should be prepared in English from the verbal report or vernacular diary of the lineman, but the Head of the Office must make sure by careful questioning that the real cause of a fault is given in exact detail. The main point to ascertain is whether a fault is due to an accidental cause or to some *line defect* which requires to be rectified. The Head of the Office should send this report to the Engineering Branch Sub-Divisional Officer concerned or the Engineering Supervisor, as the case may be. Similar reports must be submitted by a Telegraph Master or Telegraphist who has been on Interruption duty on the line. If a fault ceases before any one has been sent out, a report, on Form T. I. 73 (or in case of Licensed offices L. T. 20), is still due, and must be submitted by the Heads of both Offices concerned, detailing fully what was observed and done to trace the fault.

In cases of extraordinary interruption, or in cases in which the Head of a Departmental Office has reason to believe that the lineman has passed the fault without rectifying it, or is unable to restore communication without assistance, a Telegraph Master or Telegraphist should go out along the line, but, if the Engineering Branch Sub-Divisional Officer concerned or the Engineering Supervisor, as the case may be, can be quickly communicated with, his orders should first be taken.

\*40. In the event of a serious breakdown of main wires, and when it is known that it is likely to continue for some time and traffic is likely to become seriously congested, it is the duty of the controlling office nearest the interrupted section to inform all large offices (A. L. O.) of the nature of the interruption and that traffic is likely to be seriously delayed. On receipt of this information at large offices, the principal senders of messages should be warned and a notice should be sent to the editors of the principal newspapers who should also be informed when communication is restored and when traffic is again normal. Newspapers should be kept freely informed of break downs especially when due to storms, floods and other natural causes. The counter clerk should also inform senders of telegrams of the heavy delays and advise them, if necessary, to alter the class of their telegrams to a higher class. If it be considered necessary that offices, other than large offices, should be informed, the Director-General, Posts and Telegraphs, Traffic Branch, should be advised.

Interruption of communication on Madras-Ceylon route should be reported by Madras office and classed A. L. O., copies of such report being given by Bombay, Madras and Karachi offices to the Imperial and International Communications Limited and Cable and Wireless Limited respectively. If communication is totally interrupted and if interruption is likely to be of long duration owing to the cable being involved, the telegram should be addressed A. O. instead of A. L. O.



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*Disposal of telegrams during interruptions.*

41. In cases of interruption, messages must be transmitted by the most direct alternative route available, but no duplicates are to be sent by any other wire. When there is no alternative Government wire, but an alternative Railway wire is available, messages should be sent by the latter.

Whenever there is an interruption, pressure or congestion, those offices which are situated more or less in the direct geographical line towards the places concerned should usually first be selected for assistance. Other things being equal, the first choice should be given to an office which is mid-way to the place to which assistance is required. Example: Calcutta requires assistance to Agra, therefore Allahabad, Cawnpore, Lucknow, etc., in the order named, should be approached. In many cases, these secondary offices can render help in clearing off rushes of work as their shorter lines are often far from being fully engaged.

Whenever an office asks another office to assist in diverting traffic, it must invariably quote the number of messages, the maximum delay, and very briefly the cause in the following manner:—*AD 32/73, Pressure*, meaning 32 messages for Allahabad with a maximum delay of 73 minutes, due pressure, can you assist? If the office addressed is unable to assist it must say so, giving at the same time its own traffic, the maximum delay, and very briefly the cause of its inability to assist, thus:—*NE cannot assist 35/60 Pressure*, or *NE cannot assist 20/35 5 Press*. The object should be to give full information to the office which requires assistance so that, after making enquiries regarding all possible outlets, it may know by which outlet it may expect assistance later on.

It is not within the competence of any office to order another to assist after that office has intimated its inability to do so. It is however a leading principle, which must be observed, that *every office* must assist to the extent that is possible. For instance, it frequently happens that an office can give partial assistance, taking a dozen or twenty messages, and it should always do this if it is possible.

In cases of interruption, messages on hand in offices between the point of interruption and the office whence an alternative line proceeds must be sent to the latter for transmission by the alternative line. Messages already recorded in the office to which they have to be returned must not, however, be signalled back. A service message cancelling the messages must be sent to the office whence the alternative line proceeds. The diverting office must reply to the Service message ordering diversion, stating the action taken.

The Head of the office should use his discretion in case of interruption and consider whether the sending of copies by post over the section in question will be advantageous or not. If the interruption is of such a nature that messages sent by post will reach the next office before communication is likely to be restored, then copies of the messages should be posted. But if, when communication is restored, it be found that the post copies have not reached, copies should be signalled and the office should be warned to cancel those copies sent by post.

\*42. If copies of telegraphic money orders are to be posted, they should be certified as true copies and signed in full by the head of the office or other responsible official before being posted. On receipt of such copies by post, a responsible official should examine them carefully to see that they have been properly certified and sign them in full in token of having examined them.

\*43. Whenever messages have to be posted owing to interruption, pressure, etc., a report in Form T. I. 127 should be made immediately to the Postmaster-General giving the following information :—

- (a) Date and time of posting.
- (b) Class and number of messages posted.
- (c) Places to which posted.
- (d) Reasons for posting.
- (e) Probable time the messages are likely to reach the office to which posted.

On receipt of such reports, the Postmaster-General will decide whether the action taken was justified by the circumstances or not.

44. When copies of messages are sent by post, they must be enclosed in a cover marked or stamped with the word *Urgent* and addressed :—*Telegrams for despatch as an unusual mail. Very urgent. To the Government Telegraph Office at.....*

Telegraph bags should always be used by Post Offices to enclose such covers. Such bags do not contain any list of their contents and are not *due* bags as used for other postal purposes, but are prepared only when necessary. They should be treated as *unusual mails* and sent loose, but may, in exceptional circumstances, be enclosed in a mail or transit bag. If, however, after the regular hour of closing of mails, messages are required to be posted between places, which are in railway communication with each other, they should be made up into packets and forwarded through the Railway Mail Service. The packets should be addressed *To the Government Telegraph Office at. . .* and subscribed clearly in red ink "*Telegrams for despatch to be delivered from the mail van*". The Telegraph Office to which they are addressed should be advised by a Service message of their despatch and requested to send a messenger to meet the mail train on arrival and take delivery.

Messages thus sent over an interrupted section by post must be accompanied by a list in Form T. I. 86 in the same cover. These lists must be numbered, the first sent after the commencement of the interruption being called No. 1, the second No. 2 and so on. The A and B copies of messages must be entered strictly in the order in which they are to be signalled by the office to which they are despatched. A copy of each list should be made with carbonic paper and sent to the Check Office with the original messages, together with the Service message, acknowledging receipt of the messages received by post.

The telegraph official to whom such messages are sent by post must, on receipt of each cover, compare the list with the accompanying messages and, after noting on the face of the former its correctness or otherwise and the exact time of its receipt, send a Service message to the office from which the messages were posted, thus:—*Bundle No. 1 Received*. The list should be sent to the Check Office with the C message drafts of the day. The messages received should, however, be treated as "B" messages if for onward transmission, and as "C" messages if intended for delivery.

NOTE 1.—See paragraph 153 of *Posts and Telegraphs Manual*, Vol. VI.

### *Duties of Telegraph Officials.*

45. The aim should be to dispose of the traffic expeditiously, clearing the work during the day so that none will remain to be done during the night or during Sundays except the work proper to the night or to the Sunday, respectively. An officer before closing should clear all his traffic for transmission and receive all messages waiting for transmission at the other end and must send out all received messages for delivery, subject, however, to the limitation imposed by Indian Telegraph Rule 83.

Over-night work should be entirely cleared before dealing with the traffic of the day unless the latter has class precedence.

A circuit card (Form T. I. 21) should be used at each circuit to indicate what offices are working on the line. The entries on the Circuit Card should be as clear and neat as possible and the card should be kept carefully corrected to date. In order that the card may always look clean and tidy, it should be renewed once a year or so.

46. The Head of an Office is responsible that message forms are not wasted, that the stock is kept under lock and key, and that a supply of one day's requirements only is placed each morning in the Instrument Room and that only current forms are used and issued to the public.

Spoilt forms, whether copies or partial copies of messages or not, should have two lines drawn across their whole length diagonally from corner to corner and have the word *Cancelled* written on them in large letters, and then placed on the Sent message file along with the Sent

messages. These spoilt copies, on reaching the circulation clerk, will be sent by him to the Telegraph Master by whom they will, after examination, be effectually destroyed.

The Head of an Office must bear in mind that his foremost and most important duty is to see that all messages are being accurately and expeditiously dealt with in all stages, from the time the message is handed in until it is delivered to the addressee. Special attention must be given to the Delivery and Circulation work as it is useless expediting messages on the wires if they are delayed in delivery or at the circulation table.

He should *personally* supervise the working of each branch of the office removing any of the staff found to be inefficient and taking every advantage of the information brought to his notice by the—

Tablet Check Return.

Half-yearly Return of Staff.

Circulation List.

The Head of the Office must see that suitable men are selected for supervision and that they thoroughly understand what is required of a Supervisor. He should himself see that traffic is being properly dealt with and that each man under him is working satisfactorily.

To enable the Heads of large offices and Telegraph Masters in charge of sections to devote proper attention to the supervision of the daily message traffic, these officials should be relieved of as much clerical and routine work as possible by delegating such duties to junior telegraphists, or, in the larger offices, to clerks.

47. It is the duty of every Telegraph official to see that every telegram is transmitted exactly as written by the sender and delivered with the least delay.

When any serious delay has taken place in the transmission of a telegram, a note of the cause must be made on the back of the draft. These remarks should always be as brief as possible, but should give sufficient details to enable subsequent action to be taken, if necessary.

If, owing to interruption, frequent stoppages, bad working, or sudden heavy rushes of traffic, large numbers of telegrams are seriously delayed on any circuit and noting the cause separately on each draft would take much time, the facts should be briefly recorded in the Supervisor's or Telegraph Master's diary (para. 52).

48. On receipt of the warning (000) for an Immediate Telegram followed by the CTM Signal, the Receiving Telegraphist must call the Supervisor or Telegraph Master or the senior Telegraph official present who will warn the delivery office and see that the telegram leaves the office with the greatest promptitude. No other telegram is to be sent out for delivery at the same time by the same messenger. Telegraph

officials should be most careful to examine the text of Immediate Telegrams to see if an Immediate reply has been authorised, and, if so, to note it and inform the Supervisor or Telegraph Master or Senior official present who should issue written instructions to all concerned to look out for the reply. It is essential that these instructions should invariably be written and placed on record in the office in case the reply is not tendered the same day. The Supervisor or Telegraph Master or senior official who supervises the prompt delivery of an Immediate telegram should initial the telegram form in token of his having dealt with it.

*Duties of Postmasters and certificated Postal Clerks in  
Combined Offices.*

\*49. The duties and responsibilities of a Postmaster in charge of a combined office are the same as those of the head of a telegraph departmental office. He will be held directly responsible for the duties described in Rule 2 of the rules given below, which are considered the more important duties of the head of a telegraph departmental office, and will be allowed to depute the direct responsibility for the duties described in Rule 3 to the clerk who does the telegraph work. The telegraph work is to be done under his general control and supervision.

Special attention is directed to Rule 5, which contains the deliberate policy of Government as to utilising the services of clerks doing telegraph work in Combined Offices. *The Telegraph duties must from their nature come first*, but, subject to this consideration, the object should be to secure that each such clerk shall, in the general interests of Government service, do a full day's work, telegraphic and postal. There need be no conflict between the claims of the two classes of work, and it could only be where administration is weak that such a clerk could be allowed to plead postal duties as a reason for neglecting telegraph work.

*Rules.*

1. In every combined office where the Postmaster does the telegraph work, his responsibilities in respect of such work are the same as of those of the head of a telegraph departmental office, whether he does the telegraph work alone or is assisted by clerks.

2. In all other combined offices the Postmaster is personally responsible for—

(a) Daily examination of stamps and Reply Prepaid A messages after transmission.

(b) Use of stamps of the highest value possible on A telegrams and their proper obliteration with the Date Stamp.

- (c) Satisfying himself, by occasionally supervising the telegraph work of the clerk, that the latter understands and acts upon the instructions given.
- (d) Legible writing in B and C telegrams and in Returns.
- (e) Proper provision for the secrecy of telegrams and the exclusion of the public, or postal officials not on duty, from any places where they could have access to messages or instruments.
- (f) Punctual opening of office at the proper times.
- (g) Arrangements for the supply of a proper stock of all required telegraph forms in due time.
- (h) Punctual submission of message drafts and Returns on the proper dates. The message drafts to be despatched to the Check Office should be packed in his presence.
- (i) The Safe custody of all property of the Department in the office.
- (j) Proper attention and civility to the public.
- (k) Discipline generally, including attention to complaints from other telegraph offices.
- (l) The prompt despatch of linemen or peons on interruption duty.
- (m) Correspondence with the Check Office and all telegraph and postal officials.
- (n) Signature of all Telegraph Returns.
- (o) Personal daily scrutiny of all Service messages (para. 206).

3. Without ceasing to be responsible for general supervision of all branches of the work, the Postmaster, who does not personally do the telegraph work, may delegate to the clerk who does the telegraph work, or to the Senior clerk, if there be more than one, the direct responsibility for—

- (a) Translation of messages, A and C, for persons ignorant of English.
- (b) Collection of the proper charges for A messages and Bearing charges on C messages. The prompt stamping and cancellation of stamps on messages immediately after being handed in.
- (c) Delays of all kinds in transmitting and despatching messages.
- (d) Transmission of messages in their proper order.
- (e) Reports of non-delivery.
- (f) Custody of Reply Prepaid Forms by one man.

- (g) Maintaining a Traffic Diary.
- (h) Use of Proper forms without waste.
- (i) Proper custody of telegraph records.
- (j) Registration of all special sanctions for telegrams to be accepted without prepayment, and of abbreviated addresses; also of all special orders regarding Press or Weather messages, interruptions of Foreign routes, etc.
- (k) Address book.
- (l) Cleanliness of instruments, batteries, and the regular addition of water to the latter and to "earths", when necessary.
- (m) Correction of *Traffic Instructions*.
- (n) Correction of *Posts and Telegraph Guide relating to telegraph matters*.

(4) In no case is any clerk, who does Telegraph work in any Combined Office, independent of the Postmaster.

5. THE TELEGRAPH DUTIES OF A CLERK DOING TELEGRAPH WORK HAVE THE FIRST CLAIM UPON HIM IN ALL CASES AND NOTHING SHOULD BE ALLOWED TO INTERFERE WITH HIS IMMEDIATE ATTENTION TO THEM.—Subject to this condition, clerk doing the telegraph work may be placed in charge of a special branch of postal work in the same way as any other clerk, or where the nature of Telegraph duties may not allow of this, he may be required by the Postmaster to take a share in any work where his assistance may be needed.

6. In Combined Offices the Traffic Diary should record anything unusual and relief of clerks doing telegraph work. If anything interferes with the despatch of telegrams, or the distant Telegraphist misbehaves, the Postmaster or the clerk concerned should make a brief entry in the book. The Name and Date Stamp of the office should be impressed at the beginning of each day's entries.

#### *Technical Duties.*

\*50. The Head of the office is responsible that all the senior members of the signalling staff in his office are instructed in the following technical duties to the extent that the facilities of his office permit :—

- (a) Cleaning and adjusting instruments.
- (b) Balancing Duplex and Quadruplex circuits.
- (c) Testing lines (regular and fault).
- (d) Preparation and testing of batteries
- (e) Testing earths.

At testing offices, every senior telegraphist in turn should be instructed by the Testing Telegraph Master, and it is the duty of the Head of the office to see that the instruction is of such a character as to enable the telegraphist to undertake temporarily the duties of the Testing Telegraph Master. Provision for these duties must be made in the duty chart. Inspecting officers should pay special attention to this matter, and, when a telegraphist is reported to be competent to carry out these duties, the Inspecting Officer should, after satisfying himself as to his competence, make an entry in his character roll.

In every office, the instruments, batteries and all technical apparatus should be attended to early every morning and everything placed in readiness for the day's work. All contact points should be cleaned, the instruments adjusted and, where there are Duplex or Quadruplex instruments, balance should be obtained on opening office and the received currents measured and adjusted. In large offices this should be done before 7 hours. Before opening all offices on omnibus circuits should satisfy themselves that communication with terminal stations is right. If the attention of a terminal office cannot be gained the controlling or testing office should be immediately informed by any route available.

For the adjustment of instruments, the signal - - — - should be sent. An office getting the signal - - - — - will receive and adjust its instrument; while if Aj is given the office receiving it must send the signal - - - — - for adjustment of the distant instrument. On a circuit working through a repeater, if the terminal station finds beats from the distant station sticking or failing, he should call up the repeater station thrice by his code name followed by "spacing" or "marking", indicating that he requires the repeating station to give him more spacing or marking as the case may be.

Faults in the apparatus of a large office are advised to the testing officer on Form T. I. 55 but all telegraphists, and certainly all who are in charge of sections, are expected to be able to regulate their own apparatus and remedy petty irregularities in balancing, or disconnection cases, without requiring to all the Testing Telegraph Master.

In offices where no Technical Branch men are employed, the officer-in-charge is directly responsible that the instruments and batteries are kept in thorough working order. The linemen and the battery men will ordinarily look after the batteries and the head of the office will bring any negligence on their part to the notice of the Divisional Engineer, Telegraphs, concerned.

51. A diary should be maintained in the Technical Branch of all offices in which Baudot or other multiplex apparatus are in use, showing day to day, the following particulars:—

- (a) Time when each terminal Baudot set or Retransmitter set or Teletype set, as the case may be, is cleaned and adjusted



- (b) Time of getting into communication with the distant station for each set.
- (c) Number of minutes taken to establish communication with each station concerned.
- (d) Delay in excess of the time normally allowed for getting into communication on each set.
- (e) Reason for the delay in each case.
- (f) Duration of, and reasons for, subsequent apparatus faults and time taken to rectify them.

*Duties of Supervisors.*

52. Supervisors must see that all particulars on messages are entered in their proper places and that they are carefully and neatly made. Special attention should be paid to the following points:—

- (a) That the numbers on messages are entered in the proper place.
- (b) That the Name and Date Stamp is clearly and legibly impressed on messages and that it has been impressed right side up so that it can be read.
- (c) That the name and address of the addressee is not written too low down the form and carried into the text.
- (d) That capital letters where obviously necessary such as names of persons and places, etc., are not neglected.
- (e) That the texts of all letter cipher messages, the distinctive or Index letter following offices of origin, Code Time, and Telegraph Code Names of Offices are all written in Capital letters.
- (f) That messages are kept sorted in the box strictly in accordance with the time of booking or receipt and no messages are misplaced at an instrument.
- (g) That messages are removed for transmission from the box one at a time and strictly in accordance with the time of booking or receipt.
- (h) That Money Order Advices, Capital Sentence or reprieve telegrams, Clear-Line telegrams, Storm Signal telegrams, Railway Accident telegrams, telegrams relating to safety of human life in Maritime or Aerial Navigation are correctly and promptly disposed of and vouched for.
- (i) That any serious defect, error or irregularity is brought to the notice of the Head of the office.
- (j) That no person working under them leaves the instrument or his place without permission.

Each Supervisor will keep a diary or log book (Form T. I. 90 or, in case of Licensed offices, L. T. 21) in which he will note exceptional occurrences. If the state of the lines be satisfactory, nothing need be written. Only when things are wrong should a note be made, and even then it should be brief.

It is the duty of a supervisor, when he observes that mutilations in messages are likely to be caused by bad signalling or bad handwriting or due to an attempt, especially on pie-money circuits, to send messages beyond the capacity of the line, or of the receiver at the far end, to order the telegraphist in his section to slow down or ask the distant office to do so, so that accuracy may not be sacrificed to speed. It is also the duty of a supervisor to check the practice which is very common especially on pie-money circuits of entering sent particulars carelessly or in advance or omitting them. He should also see that figures are always repeated and the repetition indicated on the message draft. Every supervisor should take up all irregularities of these kinds and enter in his Diary for each duty the names of telegraphists whom he has checked. It will rest with the head of the office to take further action if a telegraphist's name appears frequently in a supervisor's report.

In the Telegraph Master's diary all the entries should be of the briefest possible description and should be initialled by the person making them. That which is of normal every day occurrence should not be recorded at all. Only that which is almost certain to call for subsequent question or investigation is of the slightest value for diary purposes. For example, a total stoppage, a breakdown or any such occurrence would be entered, but usually the entries on the various messages showing brief causes of delay and the times of receipt and of despatch should enable an officer to furnish a sufficient explanation concerning any delay.

When an office closes for the night, the last numbers of different classes of messages, *viz.*, A. B. C., etc., must be recorded in the Telegraph Master's diary by the Telegraph Master on duty. When an office opens in the morning, the Telegraph Master on duty must ascertain if any messages were despatched or received during the previous night up to midnight, and, if so, correct the last numbers of messages recorded as above.

## CHAPTER II.

GENERAL RULES REGARDING THE ACCEPTANCE OF  
TELEGRAMS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

*Definitions.*

[*Rules in paras. marked \* do not apply to Licensed offices.*]

**1. INTERPRETATIONS.**—In these rules, unless there is anything repugnant in the subject or context,—

**Director-General** means the Director-General of Posts and Telegraphs.

**Postmaster-General** means a Postmaster-General as defined in section 2 of the Indian Post Office Act, 1898 (VI of 1898).

**Telegraph Office** includes Government Telegraph Offices and Licensed Telegraph Offices, but does not include a Military Field Telegraph Office.

**Departmental Telegraph Office** means a Telegraph Office dealing only with telegrams and maintained and worked under the direction and control of the Director-General.

**Combined Office** means a Post Office which is in telegraphic communication with a Government Telegraph Office, or at which telegrams may be handed in for despatch by messenger to the nearest Telegraph Office for onward transmission.

**Government Telegraph Office** includes Departmental Telegraph Offices and Combined Offices.

**Licensed Telegraph Office** means a Telegraph Office maintained and worked for the purpose of receiving and transmitting paid telegrams under a License granted under section 4 of the Indian Telegraph Act, 1885 (XIII of 1885), e.g., Canal Telegraph Offices and Railway Telegraph Offices.

**Postal Receiving Office** means a Post Office which is not in telegraphic communication with a Government Telegraph Office but at which inland telegrams may be handed in for despatch by post, without additional charge, to a Telegraph Office for onward transmission.

**53.** In this book—

- (i) **OFFICE** means any telegraph office open for paid traffic and may be either departmental, combined or licensed.

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- (ii) FIELD OFFICE\* means any telegraph office on a telegraph line which has been specially constructed for military field service.
  - (iii) OFFICE OF ORIGIN means the telegraph office at which a message is accepted for transmission.
  - (iv) OFFICE OF DESTINATION means the telegraph office to which a message is to be transmitted for delivery to the addressee.
  - (v) TERMINAL OFFICE means an office at the end of a working circuit, *Intermediate Offices* are other offices on the same circuit.
  - (vi) REPEATER OFFICE is an intermediate office in which the telegraph signals are automatically re-transmitted by relay or otherwise.
  - (vii) CAMP OFFICE is a temporary office usually opened for the convenience of Government officials on tour or where there are large public gatherings, such as conferences, congresses, fairs, camps of exercise, race meetings, etc.
  - (viii) TRANSFER OFFICE is the Government office through which traffic is transferred to and from a licensed telegraph system.
  - (ix) BANK OFFICE is a temporary office opened on the bank of a river in order to maintain communication after the failure of a cable or span.
  - (x) LOCAL OFFICE is a Government telegraph office within the delivery radius of a central telegraph office.
  - (xi) GOVERNMENT WIRE means any telegraph wire worked as regards traffic by post office or telegraph officials.
  - (xii) RAILWAY WIRE means any telegraph wire on which the traffic is worked by railway or canal officials.
  - (xiii) LICENSED SYSTEM includes the wire and offices worked by railway or canal officials.
  - (xiv) PUBLIC COUNTER means the room or place at which telegrams are handed in by the public for transmission.
  - (xv) TELEGRAPH OFFICIAL means the official responsible for telegraph work in each case, whether employed in the Telegraph Department, the Post Office, or on a Railway or Canal, under whatever designation, *e.g.*, Superintendent, Deputy Superintendent, Telegraph Master, Telegraphist, Clerk, Post Master, Signaller or otherwise.
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\* For full details, see *Traffic Rules for Field Telegraph Offices*.

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- (xvi) HEAD OF AN OFFICE means the telegraph official who is in charge of a telegraph office.
  - (xvii) COUNTER CLERK means the telegraph official who accepts messages from the public for transmission.
  - (xviii) TELEGRAPHIST means a telegraph operator who is qualified to deal with the receipt and transmission of messages on the wires. In combined offices the designation certificated Postal clerk is used and in Licensed offices, the designation "Signaller" is used.
  - (xix) RAILWAY MESSAGE means any message originating at a railway or canal office.
  - (xx) SENT OR "A" MESSAGE is the original message as handed in by the sender.
  - (xxi) TRANSIT OR "B" MESSAGE is a message received at an office and retransmitted to another office.
  - (xxii) RECEIVED OR "C" MESSAGE is a message written down as received at the instrument at the office of destination.
  - (xxiii) MULTIPLE MESSAGE is a message sent to more than one addressee at one or more offices.
  - (xxiv) REDIRECTED MESSAGE is a message which has been received in an office and which is re-transmitted to another office at the request of the addressee or his representative.
  - (xxv) CODE TIME is the Indian Standard Time (expressed by one or two letters in the Alphabetical Code) at which the message is handed in to the counter clerk.
  - (xxvi) CODE NAME is an abbreviated name of two or more letters allotted to all Departmental telegraph offices and to certain large combined offices for use in calling up those offices, or in Service messages, or in the Traffic Chart.
  - (xxvii) A TELEGRAPHIC MONEY ORDER is an order granted by the Post Office for the payment of a sum of money through the agency of the Post Office, the remittance being advised from one Post Office to another by a message called in these rules a Telegraphic Money Order Advice.
  - (xxviii) WARNING SIGNAL is a signal sent before transmission of a message to warn the receiving operator which form is to be used, the number of copies to be taken down in the case of Multiple messages, or the nature of message such as when the text is all in figures or letter cipher. These do not appear on the copy for delivery and are not written down.

The warning signals in use are :—

Intimation to the Bombay, Karachi or Madras office that a message is to be taken down on a "B. Cable" "B. I. Cable" form	B
Intimation to an office that a message is for delivery	C.
Intimation to an office that one or more copies in a Multiple address message are for transit	T.
Intimation to an office that the text is composed entirely of letter cipher	CC.
Intimation to an office that the telegram is Immediate	OO().

(xxix) **CLASS PREFIX** is a letter or combination of letters signalled at the commencement of a message to indicate—

- (i) the class of the message,
- (ii) the order of precedence to which the message is entitled.

(xxx) **OMNIBUS CIRCUIT** means a circuit on which there are more than two offices.

(xxxix) **MAIN CIRCUIT** means any circuit permanently fitted up for Duplex, Baudot or Wheatstone working.

(xxxix) **FAILURE** means the technical inability to work a particular system apart from line faults.

(xxxix) **STOPPAGE** means the temporary cessation of work due to faults in offices or on lines which do not entail the reversion from one system to another or the entire loss of the line.

#### *Office hours and late fees.*

**2. OFFICE HOURS.**—Subject to the provisions of Rule 84 telegrams shall be accepted at all Telegraph Offices during such hours as may be specified as office hours in the case of each office in the List of Offices published in the *Post and Telegraph Guide* provided that acceptance of telegrams at railway offices shall be subject to the requirements of railway business.

#### **3. ACCEPTANCE OF TELEGRAMS ON PAYMENT OF LATE FEE—**

- (1) Express inland telegrams (other than telegrams intended for transmission to Railway or Canal telegraph offices), foreign telegrams and radio telegrams shall be accepted at a Government Telegraph Office for transmission at any time subject to payment of a late fee, if, at the time of presentation of the telegram, the office at which it is handed in, or the office to which it is addressed, or any intermediate office through which it must pass, is closed:

Provided that at places where there is more than one telegraph office, one office or in the case of large cities specified by the Director-General in this behalf more than one office shall ordinarily be made available for use by the public during closed hours, and no other office in such place shall in such case accept telegrams for despatch on payment of late fees. Such other offices shall exhibit a notice in a place where it can be read from outside, directing intending senders of telegrams to the nearest open telegraph office, or if there is no open telegraph office, to the nearest telegraph office which is available for the despatch of telegrams on payment of late fees.

- (2) The late fee payable shall be calculated at the rate of one rupee for each closed office, within Indian limits, which is required to deal with the telegram and will be paid to the telegraphists in those offices; provided that, when more than one telegram is presented at the same time by, or on behalf of, the same sender, a single late fee only shall be payable in respect of each closed office; provided also that a single late only shall be payable in respect of all telegrams presented at one closed office, whether by one sender or by several senders on the business of the Meteorological Department within half an hour after the presentation of the first telegram in respect of which the whole of that fee would, save for this proviso, have been payable.
- (3) If the attention of a closed office cannot be gained the late fee collected for that office shall be refunded, but no refund shall in any case be made of the late fee for any office which has dealt with a late fee telegram.

**7. THE ACCURACY OF TELEGRAMS IS NOT GUARANTEED**, and all telegrams shall be deemed to be sent subject to acceptance, by the sender, of all risks arising from non-delivery, errors or delays.

\*54. The hours of opening and closing of all offices must be regulated according to their traffic requirements. Offices may be divided into two classes :—

- (a) Repeater offices.
- (b) Non repeater offices.

In a repeater office, a telegraphist must be on duty throughout the night, or so long as the terminal offices are open, to attend to the repeater instruments. In the non-repeater offices, there will be no one on duty during the period the office is closed, but arrangements should be made for a Telegraph Master or telegraphist to be called up when necessary (see para. 59). In both cases, the office will be considered

to be entirely closed to public traffic and no messages, whether State or Private, will be accepted for despatch except on payment of Late Fees which will be paid to the operative staff of the closed offices concerned (see para. 64). Late fees are paid to the operators in repeater offices notwithstanding the fact that in these offices the operators will be on duty.

55. In telegraph offices, Christmas Day, New Year's Day, Good Friday and the King's Birthday, besides all Sundays, are observed as holidays under Indian Telegraph Rule 84. In post offices, certain additional holidays are observed in accordance with Government of India, Department of Commerce, Resolution No. 4675-4722-51, dated 26th June 1911, but these holidays are not applicable to the telegraph branches in Combined Offices.

\*56. On Sundays and telegraph holidays, the following principles should be observed (*Department of Commerce, Resolution No. 5927-5974-3, dated 24th June 1908, and letter No. 7228-145-M., dated 28th September 1911*):—

- (1) In places where there is more than one office, all offices, except the principal one, will ordinarily be closed; but in the case of a few of the largest towns, one or two of the minor offices which serve outlying localities will also be open for short periods.
- (2) Offices which remain open throughout the 24 hours on week days, will continue the same hours on Sundays or holidays, except when the office is in a place where there is more than one office and it is not itself the principal office.
- (3) In places where there is only one office, and the office ordinarily works less than 24, or more than 8 hours; or in places where there is more than one office and the principal office works less than 24, or more than 8 hours, it will be open in all cases for two hours in the morning and for two hours in the evening.
- (4) In places where there is only one office, the office, if it ordinarily works less than 8 hours, will be open for one hour only in the morning, and for one hour in the evening.

No office should be entirely closed on Sundays and holidays which cannot be served conveniently either by the Central Telegraph Office or by one of the other Government offices which may be open.

NOTE.—The Sunday and holiday working hours of the offices referred to in clauses (3) and (4) above should be fixed according to traffic requirements, but should not be less than the minimum number of working hours mentioned in each case.

57. In cases of public emergency, a District Magistrate may require that a telegraph office should be kept open beyond its ordinary hours



of working. This power may also be exercised by Political Officers on the Frontier, Residents and Political Officers in Indian States, Local Governments and Commissioners of Divisions. The Heads of Local Governments and Administrations may also require offices to be kept open beyond their ordinary working hours even when an emergency cannot be said to exist, *e.g.*, when the Governor of Bengal is in residence at Dacca, or the Governor of the United Provinces at Lucknow. The telegraph office at any station, which is visited by His Excellency the Commander-in-Chief, must invariably be kept open day and night, even on Sundays and holidays, to deal with telegrams to and from His Excellency and staff. The staff doing extra duty in offices, which are required, under this rule, to be kept open beyond their ordinary hours of working, will be entitled to overtime in the usual way, and not to Late Fees (see para. 85).

\*58. To clear traffic accumulated owing to interruption or pressure Postmasters-General, Divisional Superintendents of Post Offices and officers-in-charge of controlling offices may order a Departmental or a Combined office to keep open for substantially longer hours than those fixed for the transaction of telegraph business. A copy of the order, if issued by any of the officials enumerated other than the Postmaster-General of the Circle concerned, should be forwarded by post promptly to the Postmaster-General along with a note giving full details for the necessity for the increased working hours. The expression "substantially longer hours" should be taken to mean a period of detention in office for thirty minutes or more.

\*59. The working hours of every office should be notified on the office Notice Board, offices which are open day and night having the words "Open always" on their notice boards. Instructions must also be posted up for the information of the public as to where and to whom they should apply if they require to send Express messages with late fees during closed hours.

Arrangements should be made to ensure that the Telegraph Master or the Telegraphist who has to attend to the late fee messages can be called up. The head of an office should call for volunteers from among his staff for the performance of late fee duties, it being distinctly understood that such duty is purely voluntary and will not be counted as a term of duty or be included in the 50 hours of duty that each telegraphist is required to do in the course of a week. The late fee duties should be so arranged among the volunteers that each man does an equal share of night and Sunday duties in order that the late fee earnings will, as far as possible, be equally divided. Volunteers who absent themselves from late fee duties, without sufficient notice, will be liable to have their names removed from the list of volunteers for a specified period.

\*60. The sanction of the Postmaster-General is necessary for every alteration in the working hours of an office. These orders do not apply to the cases of offices whose working hours vary with the season of the year.

The Postmaster-General may sanction the regular opening or closing of an office prior to, or after, its ordinary working hours for purely administration convenience, *i.e.*, not for public purposes, but to clear traffic on hand. An office opened thus should not be kept open longer than actually necessary. For instance, an office which is ordinarily open to the public from 7 to 20 may be required to open regularly half an hour earlier or close half an hour later for administrative purposes, but, if the traffic on hand has been cleared, it need not remain open for the full administrative term of working. Telegrams tendered by the public, during the time an office is open for administrative purposes, should be accepted on the late fee system. On omnibus circuits it will generally be found convenient to arrange the opening and closing of offices on a graduated scale.

The Superintendents of Post Offices and the First class Postmasters are authorised to revise the telegraph working hours of combined offices subject to the condition that the revision is carried out only if (1) the controlling office agrees, (2) the Chief Civil and Military Administrative Officers have no objection and (3) local Divisional Engineer Telegraphs is consulted in the matter.

\*61. All alterations in the working hours of an office must be reported by Service message classed T which should be framed in code (see Code Book for Service messages) to the terminal and intermediate offices working on the circuit but by post to the Postmaster-General.

\*62. Press messages are accepted for transmission during the working hours of the office at which a Press message is handed in. When an office is closed, Press messages classed "Express" will, however, be accepted if late fee is also paid or in the case of Press messages sent bearing or on Deposit Account System the sender endorses on the message the words "Late Fee (or fees) to be paid". The office of origin will then include the late fee in the calculation of charges. The late fee should only be debited to newspapers published at closed stations.

**62-A.** (1) When a part of a press telegram is booked during the working hours of an office and another part during the closed hours, late fees should be paid on the part booked during the closed hours irrespective of the interval between the handing in of the two parts;

(2) When different parts of the same press message are tendered during closed hours of an office, only one late fee will be admissible for the number of pages tendered during the period of one hour;

(3) The provisions of paragraph 71 apply to press telegrams also.

**63.** Delivery is only effected during the working hours of an office, except in the case of Late Fee, Immediate XXR and Storm Signal

of working. This power may also be exercised by Political Officers on the Frontier, Residents and Political Officers in Indian States, Local Governments and Commissioners of Divisions. The Heads of Local Governments and Administrations may also require offices to be kept open beyond their ordinary working hours even when an emergency cannot be said to exist, *e.g.*, when the Governor of Bengal is in residence at Dacca, or the Governor of the United Provinces at Lucknow. The telegraph office at any station, which is visited by His Excellency the Commander-in-Chief, must invariably be kept open day and night, even on Sundays and holidays, to deal with telegrams to and from His Excellency and staff. The staff doing extra duty in offices, which are required, under this rule, to be kept open beyond their ordinary hours of working, will be entitled to overtime in the usual way, and not to Late Fees (see para. 85).

\*58. To clear traffic accumulated owing to interruption or pressure Postmasters-General, Divisional Superintendents of Post Offices and officers-in-charge of controlling offices may order a Departmental or a Combined office to keep open for substantially longer hours than those fixed for the transaction of telegraph business. A copy of the order, if issued by any of the officials enumerated other than the Postmaster-General of the Circle concerned, should be forwarded by post promptly to the Postmaster-General along with a note giving full details for the necessity for the increased working hours. The expression "substantially longer hours" should be taken to mean a period of detention in office for thirty minutes or more.

\*59. The working hours of every office should be notified on the office Notice Board, offices which are open day and night having the words "Open always" on their notice boards. Instructions must also be posted up for the information of the public as to where and to whom they should apply if they require to send Express messages with late fees during closed hours.

Arrangements should be made to ensure that the Telegraph Master or the Telegraphist who has to attend to the late fee messages can be called up. The head of an office should call for volunteers from among his staff for the performance of late fee duties, it being distinctly understood that such duty is purely voluntary and will not be counted as a term of duty or be included in the 50 hours of duty that each telegraphist is required to do in the course of a week. The late fee duties should be so arranged among the volunteers that each man does an equal share of night and Sunday duties in order that the late fee earnings will, as far as possible, be equally divided. Volunteers who absent themselves from late fee duties, without sufficient notice, will be liable to have their names removed from the list of volunteers for a specified period.

Superintendents are not eligible to earn late fees.

\*60. The sanction of the Postmaster-General is necessary for every alteration in the working hours of an office. These orders do not apply to the cases of offices whose working hours vary with the season of the year.

The Postmaster-General may sanction the regular opening or closing of an office prior to, or after, its ordinary working hours for purely administration convenience, *i.e.*, not for public purposes, but to clear traffic on hand. An office opened thus should not be kept open longer than actually necessary. For instance, an office which is ordinarily open to the public from 7 to 20 may be required to open regularly half an hour earlier or close half an hour later for administrative purposes, but, if the traffic on hand has been cleared, it need not remain open for the full administrative term of working. Telegrams tendered by the public, during the time an office is open for administrative purposes, should be accepted on the late fee system. On omnibus circuits it will generally be found convenient to arrange the opening and closing of offices on a graduated scale.

The Superintendents of Post Offices and the First class Postmasters are authorised to revise the telegraph working hours of combined offices subject to the condition that the revision is carried out only if (1) the controlling office agrees, (2) the Chief Civil and Military Administrative Officers have no objection and (3) local Divisional Engineer Telegraphs is consulted in the matter.

\*61. All alterations in the working hours of an office must be reported by Service message classed T which should be framed in code (see Code Book for Service messages) to the terminal and intermediate offices working on the circuit but by post to the Postmaster-General.

\*62. Press messages are accepted for transmission during the working hours of the office at which a Press message is handed in. When an office is closed, Press messages classed "Express" will, however, be accepted if late fee is also paid or in the case of Press messages sent bearing or on Deposit Account System the sender endorses on the message the words "Late Fee (or fees) to be paid". The office of origin will then include the late fee in the calculation of charges. The late fee should only be debited to newspapers published at closed stations.

62-A. (1) When a part of a press telegram is booked during the working hours of an office and another part during the closed hours, late fees should be paid on the part booked during the closed hours irrespective of the interval between the handing in of the two parts;

(2) When different parts of the same press message are tendered during closed hours of an office, only one late fee will be admissible for the number of pages tendered during the period of one hour;

(3) The provisions of paragraph 71 apply to press telegrams also.

63. Delivery is only effected during the working hours of an office, except in the case of Late Fee, Immediate XXR and Storm Signal

messages and when an office is kept open beyond its regular working hours to clear traffic (para. 58). In the case of offices working 0 to 24 hours ordinary messages are only sent out for delivery between the hours of 6 and 23 (Indian Telegraph Rule 72). Express messages are sent out for delivery immediately on receipt at any hour during which the office is open. A large X should be stamped or written on the envelope of all Express messages received after 23 hours to ensure their being sent out for delivery at once.

**\*64.** The Late Fee system applies when an office in India is closed, whether on a week day, Sunday, or the four Public Holidays, *viz.*, Christmas Day, New Year's Day, Good Friday and the King's Birthday. The Late Fee system does not apply to places situated beyond the limits of the Indian Telegraph system nor does it apply to Railway, Canal (except Express State, Special Police and Special Canal messages referred to in para. 191, etc.), Wireless, Portuguese Government or Kashmir State telegraph offices; but if any such offices are open for traffic at the time there is no objection to Express messages for them being accepted on the late fee system with late fees payable to closed departmental or combined offices. The late fee instructions should, however, be struck out at the transfer office before transfer.

The list of offices in the *Post and Telegraph Guide* shows the local offices which are authorised to accept late fee messages. Late fee messages are not to be accepted at local offices which are not authorised to accept them.

The late fee system does not apply to offices in Ceylon or Burma. If Express telegrams addressed to Ceylon or Burma, as well as in full rate foreign telegrams, late fees may be collected for offices within Indian limits only. The late fee instructions should not be signalled beyond Indian limits.

**\*65.** Offices which are open may accept Express or Ordinary messages for a closed office of destination to be transmitted to that office when it reopens but the sender (or his servant who presents the telegram for acceptance) must always be informed of the office being closed and that his message will not be transmitted until it opens unless he chooses to pay the late fee and the cost at Express rates. This intimation should also be recorded on the receipt granted for the telegram.

An office accepting a message shortly before the closing hour of the office of destination must warn the sender or his servant who presents the telegram for acceptance that the message will probably not reach the office before its closing time so that if desired the late fee and Express charges may be paid. This intimation should also be recorded on the receipt granted for the telegram.

The procedure laid down in this para. should be followed when a late-fee message is tendered at an office during its closed hours also.

\*66. Late fees on Private or Raj messages should not be charged except at the express wish or consent of the sender.

If he has a deposit account, the late fees should be charged to it (Indian Telegraph Rule 86), but the sender should endorse on the message draft that the late fees should be charged.

\*67. Late fees are payable on State messages, whether tendered on O. H. M. S. forms, or paid for in cash or in Service Postage stamps or by impressions of a licensed franking machine. All late fees on State messages must be prepaid in cash or in Service Postage stamps or by impressions of a licensed franking machine. However, if the late fee payment on an Express State message, which is to be transmitted during the closed hours of an office, is not made at the time the message is handed in, the message should not be returned, but treated as a late fee one, a bill being presented by the office of origin to the sender, either when returning the receipt, or within 24 hours. For the fees to be charged on Express State messages, see para. 73.

If, in the course of transmission, an Express State message or a Special Police message referred to in para. 193 should reach an office after the offices beyond have closed, the message should be marked "Late Fee" and transmitted onwards and the office of origin requested by a Service message to collect the late fee or fees due from the sender.

*Exception.*—Express State or Special police messages accepted at Railway, Canal, Wireless, Portuguese Government or Kashmir State offices cannot be treated in this way—*vide* para. 64 and Indian Telegraph Rule 3.

The intimation to the office of origin should be sent by post when the time of transit is less than two days, otherwise the intimation should be made by a service message. The intimation by post should be made out in duplicate on a service message form, one copy being forwarded to the office of origin by post in an ordinary letter cover and the other attached to the message draft to which it relates. The intimation received by post at the office of origin should be pasted to the back of the "A" copy in the same way as service messages authorising refund or collection of late fees are attached.

An incoming Foreign State message should not be marked "Late Fee" as there is no means of collecting the late fee from the sender.

The late fee instructions should be deleted or amended by the transit office if the office or offices for which late fees have been charged are open and the office of origin should be advised of the same to enable the amount to be refunded to the sender.

\*68. Telegraphic Money Order Advices classed Express, required to be transmitted during the closed hours of an office, will be liable to late fees in the same way as State or Private messages. The Post Office must convert such late fees into stamps and affix the stamps to the Advice sent to the Telegraph Office.

\*69. Free Concession messages, referred to in paras. 194—196, sent by officials of the French Government or the Kashmir or Kalat States, should be accepted from the senders without late fees. The late fees due on these Concession messages will be borne by the Government of India, i.e., the payment should be made to the Telegraphists in the closed offices in the usual way as if the late fees had been prepaid in cash or stamps.

\*70. The rules regarding late fees do not apply to the circular G. P. (Reuter's), INA (Indian News Agency) and WS (Weather Summary) messages.

\*71. If several messages are handed in together by the same sender when an office is closed, only a single late fee is chargeable for that office, but a separate fee would be due to each intermediate office or each office of destination for each message, or batch of messages, as the case may be.

For instance, if twelve messages were handed in by a sender at Surat during closed hours addressed as follows:—

	Messages.
To Ahmedabad . . . . .	2
To Rajkot . . . . .	4
To Poona . . . . .	2
To Broach . . . . .	1
To Dharwar (Transit office Belgaum) . . . . .	1
To Dabhol (Transit offices Belgaum, Chiplun and Dapoli) . . . . .	1
To Khed (Transit offices Belgaum and Chiplun) . . . . .	1

the late fees to be collected from the sender for the closed offices would be:—

	Rs.
For Surat Office for 12 messages . . . . .	1
For Ahmedabad Office for 2 messages . . . . .	1
For Rajkot Office for 4 messages . . . . .	1
For Poona Office for 2 messages . . . . .	1
For Broach Office for 1 message . . . . .	1
For Belgaum Office for 3 messages . . . . .	1
For Dharwar Office for 1 message . . . . .	1
For Chiplun Office for 2 messages . . . . .	1
For Dapoli Office for 1 message . . . . .	1
For Dabhol Office for 1 message . . . . .	1
For Khed Office for 1 message . . . . .	1
Total . . . . .	11

If a Government official sends at the same time State and Private messages for despatch, late fees should be charged separately on the two sets of messages as if they were from different senders.

In cases where several telegrams emanating from different senders but signed by a single person at the foot of the telegram form in the space 'Not to be telegraphed' are presented for booking, the sender should be determined in the manner prescribed below and late-fees should be calculated accordingly, viz.:—

(1) In cases where the name or title of a person is telegraphed, the "sender" should be taken to be the person in whose name or on whose

behalf the telegram is sent, *i.e.*, the person whom the addressee would recognise as the sender and not the person who signs the telegram form in token of the genuineness of the telegram.

(2) In cases where the name or title is not telegraphed or where the christian name or pet name is given, the "sender" may be taken to be the person who signs the telegram form.

(3) In cases where telegrams are sent through professional message writers, the senders should be required to send signed telegram forms to the writers or formally authorise such writer to sign for them.

\*72. If the office of destination be a Local Office in the delivery area of a Central Office, the latter will arrange delivery and, therefore, no late fees are to be charged for the delivery of messages tendered during the closed hours of that Local Office.

\*73. (1) Offices must open specially to transmit daily 8 hours (Local Time) and 17 hours (Indian Standard Time) weather messages handed in by meteorological observers. In the case of weather messages:—

- (a) Late fees cannot be claimed for routine morning weather messages if tendered between 7-30 and 9-30 (I. S. T.) in India. Late fees also cannot be claimed for routine evening weather messages if tendered between 17-15 and 18-15 (I. S. T.) in India.
- (b) Late fees cannot be claimed, if the office has been ordered to keep open by Poona or Calcutta, *vide* para. 190; a special fee is paid in these cases.
- (c) Only a single late fee can be charged for multiple telegrams which have to transit a closed office.
- (d) Only a single late fee can be claimed if two or more telegrams are accepted or received at a closed office at about the same time, *i.e.*, within half an hour.
- (e) Only a single late fee can be claimed by a closed intermediate office, for telegrams passing through it at about the same time, *i.e.*, within half an hour.
- (f) When the Poona weather Combined Office or the departmental telegraph offices at the Alipore and Karachi Meteorological Offices are required to be kept open beyond the regular working hours, the staff of the offices may claim the Meteorological Department overtime allowances at the rates prescribed for the staff in departmental telegraph offices.

(2) The special fee referred to at (b) above, *vide* para. 190, is Rs. 4 for a departmental telegraphist, Rs. 2 for a postal signaller, Re. 1 for an Engine Driver attached to a radio-telegraph office and four annas to a messenger for each message delivered by him outside the regular working hours.

NOTE—The special fees referred to above are except in the case of messengers intended for one closed period covering any number of messages dealt with during that period.



(3) For Express State messages the same late fees as for private messages are levied.

(4) If any Express State message booked at a licensed telegraph office is transferred to the Government telegraph system during the closed hours of the latter, the late fees due to the telegraphists concerned will be paid by the Post and Telegraph Department, in the usual way, as if they had been prepaid in cash or stamps.

**\*74.** Late fees must not be charged on the following Service messages:—

- (a) Emergent Service messages on Telegraph or Postal matters.
- (b) Railway Immediate Service (XXR) messages relating to accidents or other great emergency.

Overtime will be paid for the above Service messages, according to the rules in the Telegraph Traffic Manual to the closed offices that may be called up.

A telegraphist is entitled to overtime allowance for one hour, even if he disposes of one telegram in that hour, but he is not entitled to more than the allowance for one hour if he is called up several times before the full hour is completed.

When an office is kept open beyond its ordinary working hours by order of the Provincial Government, Commissioner of a Division, or District Magistrate, late fees should not be charged for any messages dealt with, but the staff will be paid overtime. Residents and Political Officers in Indian States and Political Officers on the frontier of India will be considered District Magistrates for the purpose of this rule (see para. 54). When such an order is received by any office, that office shall inform the Postmaster-General of the circle by an XT message. Connected offices which may be required to be kept open in this connection should also be informed.

**\*75.** Late fees may be paid by a Reply Message form if of sufficient value.

**\*76.** Late fees for the reply to a message may be prepaid by the sender. In such cases, a note should be entered before the address, thus: "*Reply paid Express plus late fee one rupee*", but if more than the minimum cost of the express telegram is deposited then the actual amount deposited should be specified thus: "*Reply Paid Rupees three including late fee one rupee*". The office of destination, when preparing the Reply Paid Message Form, should add on the back of the form, in the space for "value", the words "*Including late fee one rupee*".

**77.** At an office of origin, when a message has been accepted, or at an intermediate office when a message has been received, an attempt must be made, for at least an hour, to effect its onward disposal before the telegraphist can be entitled to the late fee.

**\*78.** When a closed office does not answer within one hour of calling to receive a message, the late fee for that office should be cancelled and refunded to the sender (see Indian Telegraph Rule 3).

In the case of a Storm Signal or Special Canal message referred in paras. 190—192, the sender should be informed at the end of one hour if the message has not been transmitted by that time. Should the intermediate office or office of destination subsequently answer or open out to deal with another late fee telegram, it should receive any telegrams on which the late fees have been cancelled. Such telegrams should be signalled with the words "Late Fee Cancelled".

If a late fee message is disposed of within 15 minutes of the usual opening hour of the intermediate office or office of destination, no late fee should be paid to the telegraphist of such office.

The late fee should be refunded to the sender when the intermediate office or office of destination does not receive the message within one hour of calling, or 15 minutes before its regular working hours. In such cases, the late fee instructions should be erased before the message is transmitted onwards. The office of origin will refund the late fee in the same way as an overcharge (see Indian Telegraph Rule 94). Late fees paid for Inland State telegrams or Foreign State telegrams within Indian limits are not refunded (Indian Telegraph Rule 172).

\*79. Any late fee charged in excess through error must immediately be refunded to the sender.

\*80. Messages on which late fees have been paid should not be re-directed during closed hours, unless the redirection involves transmission through or to offices which are open, or unless additional late fees are paid, for all closed offices.

81. Messages received from a Postal Receiving Office and reaching a Telegraph Office during its closed hours should not be transmitted until the latter re-opens, unless the late fees have been prepaid.

Messages classed Ordinary, accepted by Postal Receiving Offices and reaching a Telegraph Office on a Sunday or holiday, must have the words "Arrear by Post" inserted in the Service Instructions and be transmitted during working hours.

\*82. Late fees, accepted for messages tendered during closed hours, should be converted into stamps and affixed to the messages concerned together with the full charge for the messages at Express rates. When a late fee has been collected, the abbreviation "LF" should be signalled in the Service Instructions, followed by the abbreviation "Tran" for "Transit office" or "Dest." for "office of destination" as in the following examples:—

- (1) Late fee of one rupee collected for the transit office . . . LF Tran.
- (2) Late fee of one rupee collected for the office of destination . . . LF Dest.
- (3) Late fee of two rupees collected for the transit office and office of destination . . . LF Trandest

When there are two or more transit offices for which late fees have been collected the code names or full names of these offices should be signalled in the Service Instructions. For instance, if 2 telegrams are

handed in at Bombay by the same sender for (1) Indi, (transit offices, Sholapur and Bagalkot) and (2) Pipar, (transit offices Ajmer and Jodhpur), the Service Instructions in the first case would be "LF SO, BGT and dest" and in the second case "LF AJ, JD and dest".

When more than one message from the same sender is to be transmitted to an office (*vide* para. 71) 1/n (where n is the number of telegrams handed in by the same sender for any one office) should be added to the instructions in the first message, 2/n in the second, 3/n in the third and so on. Thus in the example given in revised para. 71, the Service Instructions in the messages to Ahmedabad and Poona would be LF 1/2 Dest and LF 2/2 Dest. In the messages to Rajkot, the Service Instructions would be LF 1/4 Dest, LF 2/4 Dest, LF 3/4 Dest and LF 4/4 Dest. In the telegram to Dharwar the late fee instructions would be "LF 1/3 BM and Dest"; in the telegram to Dabhol "LF 2/3 BM, 1/2 CPN, Dapoli and Dest"; and the telegram to Khed "LF 3/3 BM, 2/2 CPN and Dest". All messages of a batch covered by a particular late fee should be disposed of immediately one after the other, *i.e.*, the second and subsequent messages of a batch should be considered as parts of the first message and there should be no delay between each message.

At a *transit* office the receiving telegraphist should retain all the messages of a batch till the series is complete and hand the messages over to the Telegraph Master or Supervisor who will arrange for their onward disposal and see that there is no delay between each message.

The *Late fee* instructions should not be signalled in Service Instructions of Storm Signal or Express Weather messages, as these late fees will be claimed from the Meteorological Department at the end of the month.

\*83. Late fees and Overtime cannot both be claimed at the same time.

\*84. For delivering messages in respect of which late fees have been levied, overtime allowance should be granted to messengers in Departmental and combined offices, other than task work messengers, at the following rates:—

To whom granted.	Ordinary monthly pay.		Overtime allowance per hour.
	Exceeding.	Not exceeding	Day or Night.
	Rs.	Rs.	Rs. A. P.
Peon . . . . .	..	10	0 1 3
Do. . . . .	10	15	0 2 0
Do. . . . .	15	..	0 2 6

The total amount of late fees paid to the staff during each month should be noted in the monthly return submitted to the Postmaster-General under rules in the *Message Revenue Account Code*.

On receipt of the information, the Postmaster-General should scrutinise the amount paid to each office and maintain a register of the offices in which the total monthly payments exceed the minimum pay of a telegraphist or signaller in the Circle. The Postmaster-General will thus be in a position to judge whether the working hours of an office require to be extended or not.

85. Detailed rules for payment of late fees to the staff and recovery of late fee charges on Special Weather and Special Canal messages will be found in the *Message Revenue Account Code*.

*Assistance to Public.*

4. Telegrams forms unbound and in reasonable numbers shall be supplied free at all Telegraph and Post Offices, but the use of such forms shall not be compulsory.

\*86. In order to save time at the public counter, all 'A' forms should have the name of the office of origin entered before being placed at the public counter for use. The name of the office may be impressed by a rubber stamp in large offices.

• Telegram forms unbound and in reasonable numbers should be supplied free to applicants. Books containing 50 forms for Inland or Foreign telegrams should be sold by the principal Government Telegraph Offices at the price of two annas with counterfoils and one anna without counterfoils.

Telegram forms cannot be printed by private firms without due authority from the Director-General of Posts and Telegraphs. If, however, a telegram is handed in a form which appears to have been printed by a private firm without any authority, it should after transmission be forwarded to the Postmaster-General of the Circle for further action.

Certain private firms have, however, been authorised by the Director-General of Posts and Telegraphs to print telegram forms for their own use.

A list of telegram forms used for the different classes of Inland messages will be found in Appendix 25 of Part III and that for Foreign messages in Appendix 4-F of Part IV of *Posts and Telegraphs Manual*, Volume XI. But if a message is presented on other than the proper form, it should be accepted and pasted on its corresponding form.

In Licensed offices, Form L. T. 1 is to be used for all sent message.

**5. TRANSLATION OF TELEGRAMS.**—At telegraph offices in places other than the Presidency-towns, every assistance possible shall be afforded to the public in the translation of their telegrams into English for despatch and in the translation of telegrams received into the vernacular. No fee for this service shall be claimed or given.

**87.** When an illiterate person asks a departmental official to write a telegram for him, the official so requested should get a literate person to witness the thumb impression of the illiterate person, which should be obtained on the written message. He should ask the witness to read the message as written by him and to translate it to the sender of the telegram. This procedure should be followed in all such cases, but more specially in the case of telegrams which are in the nature of a complaint against the police or any other Government official, or are of an important nature, and possibly open to requests for substantiation. Telegraphists, counter clerks and messengers are on no account to solicit gratuities from the public, and any one detected doing so will be liable to dismissal.

**\*88.** Where professional message writers are allowed to carry on their business on the telegraph office premises, a scale of fees to be charged by them will be fixed by Postmasters-General subject to a maximum of half an anna for writing a telegram. The Postmaster-General may, in exceptional cases, fix a higher fee than half an anna, but when this is done, the fact should be reported by him with a statement of his reasons for the information of the Director-General. The Postmaster-General may also, when he considers it necessary, prescribe the fees to be charged by a professional message writer who is allowed to carry on his business on the premises of a telegraph office, for writing a letter or drawing up a petition.

**\*89.** In the case of large offices, such as a Presidency office (or the office at the headquarters of the Postmaster-General) or its town Sub-offices, the Postmaster-General may, when he considers it advisable, lease out the right to use the telegraph office premises for this purpose to a contractor who may be required to pay for the privilege and execute a deed in guarantee that the work will be well done and at the rates fixed. It should be borne in mind that such a course should be adopted and is justifiable only when the interests of the public can be served, *i.e.*, when it is possible thereby to secure trustworthy writers who will do the work at least as well and at as low rates as other professional writers.

Every telegraph office, at which a professional letter writer is allowed to carry on business on the premises, will be supplied by the Postmaster-General with printed notices in English and the Vernacular showing the fixed scale of fees. These notices should be pasted or hung in a prominent position near the place where the professional writer sits.

## CHAPTER III.

GENERAL RULES REGARDING TRANSMISSION OF  
TELEGRAMS.*Signals employed in the Morse Code.**[Rules in paras. marked \* do not apply to Licensed Offices.]*

90. The following table indicates the Signals employed in the Morse Code :—

[In this Code—

- (a) A bar is equal to 3 dots.
- (b) The space between the signals which form the same letter is equal to 1 dot.
- (c) The space between two letters is equal to 3 dots.
- (d) The space between two words is equal to 5 dots.]

(i) *Letters.*

a . —	m — — —
ā — — —	n — —
ā or a — — — — —	ñ — — — — —
b — — —	o — — — —
c — — —	ō — — — —
ch — — — — —	p — — — —
d — — —	q — — — — —
e .	r — — —
é — — — —	s — — —
f . — — —	t — — —
g — — — —	u . — — —
h . . . .	ū . — — — —
i . .	v . . . — —
j . — — — — —	w . — — — —
k — — — — —	x — — — — —
l . — — —	y — — — — —
	z — — — — —

(ii) *Figures.*

1 . — — — — —	6 — — — — —
2 . — — — — —	7 — — — — —
3 . — — — — —	8 — — — — —
4 . — — — — —	9 — — — — —
5 . — — — — —	0 — — — — —

The following signals may also be employed to express figures, but only in repetition from one office to another :—

1 ———	6 ————
2 ———	7 ————
3 ———	8 ————
4 ———	9 ————
5 ———	0 ————

(iii) *Stops and other signs.*

Full stop (.)	.....
Semicolon (;)	.....;
Comma (,)	.....,
Colon (:)	.....:
Note of interrogation or request for the repetition of anything transmitted which is not understood (?)	.....?
Note of exclamation (!)	.....!
Apostrophe (')	.....'
Hyphen or Dash (-)	.....-
Oblique bar of Division (indicating fraction) (/)	...../
Horizontal bar of Division (indicating fraction) (—)	.....—
Parentheses before and after the words ( )	.....
Inverted commas before and after each word or each passage placed between inverted commas (" ")	....."
Underline before and after the words or part of phrase	.....
Call to precede every transmission	.....
Double dash (—) or Signal of separation	.....
Understood or "End of message" also used for adjustment	.....
Error or erasure	.....
Request to Transmit	.....
Wait	.....
Stop (Para. 100)	.....
End of work (Clear)	.....
Signal "is it correct" (used in Wireless)	.....
Cross or Signal of Finish	.....
Signal indicating the Serial Numbers	.....
Signal for identifying a group or word in a telegram	.....
Fresh paragraph	.....
Signal to be used before and after portion to be written in block capitals (para. 105)	.....

*Signals in the Baudot and Murray Instruments.*

\*91. In Baudot or Murray Instruments in use in the department all the letters of the alphabet and all arab figures can be reproduced and only the accentuated letter e.

The following signs of punctuation, etc., can be reproduced :—

. , ; : ? ! ' — / = ( ) % & + \* ”

A blank is always signalled between two numbers and also between a number and a sign which has no relation with the numbers. Two blanks always separate a group of letters or figures from the preceding and the following words. In a number containing a whole number and a fraction, = separates the whole number from the fraction thus  $1=3/4$  (and not  $13/4$ ),  $3/4=8$  (and not  $3/48$ ), words and passages underlined and preceded and followed by two hyphens thus - - without delay - - . On the copy for delivery the word or passage thus enclosed by double hyphens is underlined.

For indicating an error the signal \* is used. For stopping the signal PPP or %%% continued as long as necessary and after each telegram the signal + is used.

*Description of telegrams and their class prefixes.*

92. For purposes of transmission, different classes of messages are grouped as shown below. Messages will take precedence in their own group according to the Code time in the case of A messages and according to the time of receipt in the office in the case of transit and by-hand messages.

Description of messages.	Class prefix.	Service Instruction during transmission.
<i>Group I</i>		
Immediate (para. 182)	000	Immediate.
Foreign State (indicated by 'Most Immediate' as first two words in the address) followed by the address (Para. 434)	000	"
<i>Group II.</i>		
Foreign State (with word "Immediate" Preceding the address) ( para. 434)	000	Priority.
Immediate Railway Service	XXR	Immediate.
Immediate Telegraph Service	XXT	"
<i>Group III.</i>		
Storm signal Inland or Ceylon (para. 190)	XXW	—
" " Foreign	XOBS	..
Telegrams relating to the security of human life in aerial or maritime navigation (I. T. R. 183)	SVH	..
Foreign State (with word "Important" preceding the address) (para. 434)	XFB	Govt. Priority



Description of messages.	Class prefix.	Service Instruction during transmission.
<i>Group IV.</i>		
Foreign State, Notification of delivery . . . . .	FCRS	Govt. "
Foreign State (para. 429, etc.) . . . . .	XFB	
" " French Government . . . . .	XFF	
Foreign Bearing weather messages sent by D. G., Observatories, and Directors, Bombay and Alibag Observatories . . . . .	BGOBS	Govt. RTP
<i>Group V.</i>		
Inland State, Important (para. 187) . . . . .	XX	State Priority. State Special Police.
Special Police messages (para. 193) . . . . .	SP	
Emergent Telegraph Service, Foreign . . . . .	FAD	"
" " " " relating to lines, etc. . . . .	FADG	
<i>Group VI.</i>		
Emergent Telegraph Service, Inland . . . . .	XT	"
" Postal Service, Inland . . . . .	XXP	
" Railway Service, Inland . . . . .	XR	
" Canal Service, Inland . . . . .	XC	
<i>Group VII.</i>		
Urgent Foreign Private . . . . .	XXF	"
Urgent Foreign Press . . . . .	XZ	
<i>Group VIII.</i>		
Telegraph Service, Inland . . . . .	T	"
" " Foreign . . . . .	T or F A	
Postal Service, Foreign . . . . .	T	"
Railway Service . . . . .	R	
Canal Service . . . . .	C	"
Telegraph Service Inland, relating to working of circuits	S	
Telegraph Service for obtaining corrections in Wheat- stone working . . . . .	RQ	"
Telegraph Service for quotations in Baudot working . . . . .	BQ	
<i>Group IX.</i>		
Foreign Paid Service Advice . . . . .	FST	"
Express Inland or Ceylon Paid Service Advice . . . . .	XST	
Express Inland Weather messages (including the daily 8 A.M. observations) . . . . .	XW	"
Express Inland Postal Service . . . . .	XP	
Express Inland Paid Service Advice relating to Meteo- rological telegrams.	WXST	"

Description of messages.	Class prefix.	Service Instruction during transmission.
<i>Group IX—contd.</i>		
Weather Summary . . . . .	WS	..
Regional Weather Summary Peninsular (issued from Poona Meteorological office) . . . . .	RWSP	..
Regional Weather Summary Northern and Central (issued from Poona Meteorological office) . . . . .	RWSN	..
Regional Weather Summary (issued from Karachi and Alipore Meteorological offices) . . . . .	RWS	
Ordinary Inland Paid Service Advice relating to Meteorological telegrams . . . . .	WST	
Foreign Weather message . . . . .	OBS	Govt.
Government and Press . . . . .	GP	..
Indian News Agency . . . . .	INA	..
Express Inland or Ceylon Press . . . . .	XQ	..
" " Ceylon Money Order Advice . . . . .	XMO	..
Foreign Money Order Advice to or from places authorised (para. 526) . . . . .	FMO	..
Foreign Private . . . . .	XF	..
Foreign State without priority . . . . .	FB	Sanspriorite.
Foreign Press . . . . .	Z	Press.
Express Inland or Ceylon State . . . . .	X	State.
" " " Raj . . . . .	X	Raj.
" " " Private . . . . .	X	..
Special Canal message . . . . .	X	Special Canal.
Foreign Private, Notification of delivery . . . . .	FCR	..
<i>Group X.</i>		
Ordinary Inland or Ceylon; Paid Service Advice . . . . .	ST	..
<i>Group XI.</i>		
Foreign State, Notification of delivery without priority . . . . .	CRF	..
Special Foreign Press . . . . .	ZF	..
Ordinary Inland or Ceylon M. O. Advice . . . . .	MO	..
" Inland Postal Service . . . . .	P	..
Ordinary Inland Press . . . . .	Q	..
" " or Ceylon State . . . . .	O	State.
" " " Raj . . . . .	O	Raj.
" " " Private . . . . .	O	..
" " " Weather message . . . . .	W	..
Inland Private, Notification of delivery ordinary . . . . .	CR	.
<i>Group XII.</i>		
Deferred Foreign message . . . . .	DF	L. C.
" " Bearing message sent by Lloyds agents in India . . . . .	BgDF	L. C., RTP.
Foreign Money Order Advice to or from persons authorised Deferred, (para. 526) . . . . .	DMO	..
<i>Group XIII.</i>		
Foreign Daily letter telegrams . . . . .	T	DLT.

In Licensed offices, clear line or Priority State messages shall take precedence over their own service traffic provided that this is consistent with the safe working of the Railway or Canal traffic.

In cases of Express inland messages, the service instruction X is inserted at the office of destination, and in case of foreign money order advices the service instruction F is inserted at the office of destination.

Messages which are bearing have letters BG prefixed to the class and the letters RTP added in the service instructions.

Advance Press messages have the letter A prefixed to the class.

In case of foreign messages redirected within Indian limits, the first letter in the class prefix will decide the group in which the message will be placed for purposes of transmission.

93. The transmission of a telegram once commenced cannot be interrupted except in case of absolute urgency.

Only one message at a time (and that strictly in the order in which messages have been placed by the supervisor in the box) should be removed by the telegraphist for transmission.

#### *Call signals.*

94. The call signal is the signal given to call the attention of the office required. For Departmental offices, large Combined offices and Licensed offices which have code names, the call signal may consist of the code name, otherwise a single letter may be used. The call signal is allotted by the Postmaster-General.

When a message has to be transmitted on a line which is idle, the call signal should be first given. The telegraphist on duty at the office called up, should reply at once by giving the code name of his office. The calling telegraphist should then give the code name of his own office and at once proceed to send his message. Should the telegraphist on duty at the office called up be engaged at the time at another instrument he ought to, as soon as he is disengaged, call that office and receive the message.

Inattention and delay on the part of the office called should be reported to its immediate superior.

On omnibus circuits care must be taken to see that the circuit is disengaged before commencing to use it, as delays are often caused by one station interrupting another when in the middle of a message. When an office is being called other offices on the same circuit should not interrupt; but the line must not be occupied too long in calling an office which will not answer.

*Order of signalling.*

95. The order in which a message is signalled is as follows :—

Particulars on A Form (not to be telegraphed.)	Letters, words or figures inserted officially or written by the sender (to be telegraphed).
Warning signal (if any) (para. 53) . . . . .	C
Class prefix (para. 145) . . . . .	X (XF, O, etc.)
Code time (para. 146) . . . . .	MD.
Serial number, cable received or cable transfer number (in case of foreign messages only) (para. 418) . . . . .	1504.
Office of origin (para. 148) . . . . .	Bombay.
Date (para. 152) . . . . .	21.
Service Instructions (paras. 153 and 416) . . . . .	TC.
Number of words (para. 154) . . . . .	12.
Special Instructions (para. 419). . . . .	Repy paid or Rp. 10,0
To . . . . .	Reuter Calcutta, Reuter London, etc.
Signal of separation . . . . .	— — — —
Text . . . . .	As written.
Signal of separation (if sender's name is to be signalled) . . . . .	— — — —
Sender's name (I. T. R. 35) . . . . .	Jones.
End of message . . . . .	— — — —

Every telegram must be signalled separately irrespective of the contents of the text.

*Mode of signalling and receiving telegrams.*

96. In signalling distinctness must be considered before every thing. Steady deliberate signalling should, at all times, be practised. Telegraphists should be patient while sending to indifferent receivers and should carefully limit the rate at which they send signals to the ability of the receiving telegraphist. Special care should be taken in signalling doubtful words, that is words such as about, above, local, loyal, give, five, have, leave, tea, ten, child, chill, etc., which unless carefully sent and received, are liable to be mistaken for each other. In case of messages signalled to or from Licensed offices, all figures in the text are always to be repeated back by the Licensed offices by spelling them out as if written in words, thus 504 would be repeated as "five nought four". This rule is not to be enforced when the railway or canal signaller is fully competent to signal figures correctly and without exaggeration.

97. On simplex circuits, messages are to be exchanged according to Class, Code Time and authorised precedence. The sending telegraphist gives the Warning Signal (if any), Class Prefix and Code Time and on receiving the letter "G" signals the message.

On circuits worked between two busy offices and where the telegraphists at each end are in constant attendance, as soon as the receipt of a message is acknowledged, by the signal R/T (right) being given

by the receiving telegraphist, and messages of the same class are being exchanged, each telegraphist must be prepared to go on at once with the next message without the warning signal "G" to go on.

98. If the sending telegraphist finds that he has made an error, he must stop, give the signal for error - - - - - (or \* in case of Baudot) repeat the last word sent correctly, and continue the corrected transmission. If the receiving telegraphist wishes repetition of any word, he interrupts the sender, repeats the last word correctly received followed by the repeat signal - - — — - when the sender will repeat from and including that word. On circuits worked double-current simplex, it is not possible for the receiving telegraphist to stop the sender, in which case repetitions must be called for as soon as the transmission of the message has been completed.

99. On receipt of a message, before giving the signal RT, the receiving telegraphist compares the number of words received with the number announced, and, should there be any difference, informs the sending office, in abbreviated figures, the actual number received. That office must then signal the initial letter of each word in the Preamble, Address and Text of the message until the missing word is detected. The receiving office then asks for repetition of the word or words required by signalling "*w.a.*——" meaning "word after——" or "*w.b.*——" meaning "word before—-", by signalling "*a.a.*——" meaning "all words after—-". The number of words, as announced in the Preamble of the A draft and the number of words on the B or C draft, must always agree. After RT has been given and the particulars of receipt entered, the message is clipped for removal to the circulation table in the case of B messages and to the addressing table in the case of C messages. In lengthy messages the particulars of receipt should be entered on the last page. When the sending telegraphist has received the acknowledgment RT, the A form is filed with the other transmitted messages. These are examined at the instrument every quarter of an hour and then sent to be finally checked and bundled (see para. 126). Note that on circuits using Local Number slips the disposed of A or B messages at the sending office are not to be removed from the Instrument until the checks prescribed in paragraph 115 have been carried out.

If the checking of the number of words is to be done by a *service* message, the initial letters or figures should be quoted in groups of five.

\*100. On Duplex and Quadruplex circuits, errors made by the sending telegraphist are rectified as in Simplex working, but if the receiving telegraphist wishes a word to be repeated, his sending partner (unless he is in the middle of a word, in which case he finishes it) interrupts the sending telegraphist at the other end by the signal - - - - - (Stop) and repeats the last word understood followed by the Signal - - — — -. As a rule, it should suffice to repeat the first three letters of the word.

The sending telegraphist then continues his own message going on from where he left off. For Duplex work to be carried on smoothly and promptly, it is essential that there should be one standard plan of obtaining corrections, and that the sending and receiving telegraphists should strictly adhere to it and co-operate with each other. The same applies to Quadruplex working, each side being considered a separate wire.

101. To prevent transposition of portions of messages written on more than one form, the Receiving Telegraphist must give consecutive numbers to each fresh form in the space marked "Address" as soon as he commences the second and subsequent sheets. The last word of the text on each sheet should be carried forward and entered above the text line of the second and subsequent sheets.

102. On completing transmission and having received the acknowledgment "RT", the Sending Telegraphist will enter on the A Form the exact time of transmission, the Code name of the office to which the message was transmitted, the number of the circuit and his initials. in the space provided.

In the case of Telegraphic Money Order Advices, the Sending Telegraphist must sign in full instead of entering his initials. In lengthy messages the particulars of transmission should be entered on the last page.

103. Collation is given at once, and RT is not given until collation is completed. No other message (except Immediate Storm Signal and XNR messages) can be exchanged on the circuit until this has been done. A note that the message has been collated must be made on the message forms by both the Sending and Receiving Telegraphists.

104. During working hours no office may refuse a message offered, no matter what its destination is, nor must a message be refused or delayed because the service instructions, etc., are irregular. It should first be received and corrections, if necessary, be obtained afterwards or the message may be placed *in fault* (para. 117.)

Messages should not be detained for corrections. If corrections cannot be obtained at once, the message should be sent on with the Service Instructions *CTF* (i.e., Corrections to follow) followed by a brief note of the nature of the correction, e.g., "*CTF was*", "*CTF strn to*". "*CTF time*", etc., and correcting Service message should follow as soon as possible.

If it is necessary to retain the Service Instruction "*CTF*" in the copy of a message sent out for delivery, it should be replaced by its full signification. "*Corrections to follow*" for the information of the addressee.

In the case of C messages received on Baudot, typewriter or the Creed Printer with the Service Instructions *CTF*, full copies, instead of skeleton copies, should be retained as the office copies for future reference.

105. At the office of delivery the Receiving Telegraphist will translate the Code time of the message into figures in the space provided.

The texts of all letter cipher messages must be written in *block* capitals and not in small letters. The warning signal "CC" should be signalled as an intimation to the receiving office that the text is composed entirely of letter cipher [see paragraph 53 (xxviii)]; but if only a portion of the message is in letter cipher, the signal - - - (AA) should be used before and after a word or portion of the message, all letters of which are required to be written in capitals. The index letters following offices of origin, as shown in the *Telegraph Circulation Book and Index Letters*, should also be written in *block* capitals. It should be distinctly noted that *block* capitals should be used, such as A, B, C, D, E, F, etc., and not running capitals, such as A, B, C, D, E, F, etc.

All messages in code, figure or letter cipher must be signalled and written down from left to right and not in vertical columns. In the case of such messages received on Baudot or typewriter, sufficient space must be given between each line to allow for decoding by the addressee.

106. On circuits on which Remington Typewriters are in use, all messages with the exception of telegraphic money orders (Inland or Foreign)—messages which should be hand-written in every case—should be taken down on the continuous roll forms. The messages should be marked by the receiving telegraphists in pencil at the right hand top corner of the form so that the boy peons will have no difficulty in distinguishing them. These marks of identification should be in large capital letters encircled thus:—

S for Service messages.

P for Press „

C messages will be distinguished by black type.

Press messages for delivery, when received on the continuous roll forms, should be duplicated separately, to obtain the requisite number of copies.

Skeleton copies of C messages should be made under the same arrangements as for Baudot.

B messages are received on B Forms (I. T. 2 in Licensed offices) and carbon is not used. After receipt by the receiving telegraphist the message is clipped and taken to the circulation table, where it is numbered and sent to the circuit on which it has to be signalled. After transmission it is examined at the instrument and then removed to be finally checked and bundled for the Check Office (see para. 126).

\*107. If a Multiple message is signalled on a Duplex circuit and the message be required at another circuit, over which the same text has to be sent, the telegraphist at the first Duplex wire should note the particulars of such message on a blank "B" form, let the message go

on to the other circuit and retain the blank or duplicate form until he receives the RT acknowledgment when the blank form may be filed for destruction.

108. When there are no more messages waiting transmission, the signal "NN" (*i.e.*, the signal for "None" repeated twice) must be given. Should this signal not be received and should no further signal reach the Receiving Office, the Sending Telegraphist at the Receiving Office should signal "Getting nothing from you". If there be no response to this, it must be taken as an indication that something is wrong and the circuit must be examined.

\*109. Messages on an Omnibus circuit are exchanged in accordance with the Class, Code Time and authorised precedence. No office must interrupt another office during the transmission of a message. The telegraphist in possession of the circuit, after finishing his message and receiving the RT acknowledgment from the distant station by sending the signal - - - - -, should signal the Class Prefix and Code Time of his next message, and the telegraphist wishing to obtain possession of the circuit should then, if he has a message with an earlier Code Time, claim his turn by signalling his Class Prefix and Code Time followed by the Call Signal of the office required and that of the office calling. A telegraphist signalling a message, which is to be collated, is held to be in possession of the circuit until the message has been signalled back to him and he has compared it with the message and acknowledged it. In Transit messages the time of receipt in the transit office should be signalled as the warning.

On starting work in the morning on an Omnibus circuit, traffic should be cleared by the controlling office in the order in which the offices answer, Code Time working being commenced as soon as the overnight traffic is clear.

When Code Time working has once commenced, in the event of an office not answering for which there is traffic which claims priority, the controlling office should proceed to call up the next office for which he has traffic in Code Time order, and call up the first office again after each message disposed of with other offices. Any serious delay should be noted and brought to notice by means of a Complaint Notice (para. 120) against the office in fault unless a satisfactory explanation for the delay is given.

On circuits where there are a few offices (say, three), each possessing a considerable amount of traffic, a Time Table system of working may, if considered necessary, be adopted, instead of the Code Time system, on the authority of the Postmaster-General. The intervals of working should not exceed 15 minutes each.



*Local Numbers.*

110. Local Number Slips are used to check the transmission and receipt of messages as well as to calculate pie-money earnings. Forms T. I. 95 and T. I. 96 should be used on all circuits worked on the pie-money system in offices in which there are two or more pie-money circuits. Forms T. I. 91 and 92 should be used on all Duplex circuits which are not pie-money circuits and on pie-money circuits in offices in which there is only one such circuit. Heads of Circles may also authorise the use of Local Number Slips Form T. I. 91 and 92 on such Omnibus circuits as they may select, such selections to be carefully and sparingly made.

On circuits maintaining local numbers, a local number should be signalled at the end of each message after the "understood" signal and recorded on the message draft in the space for sent or received particulars. On *omnibus* circuits, the local number should be announced by the *receiving* station, and the sending station should signal "RT" for each message in token of acknowledgment. The figures should be signalled in the abbreviated form; the letters "LN" should *not* be used. For collated messages no local numbers should be given for the repetition.

111. Separate slips should be used for Sent and Received messages whether working Duplex or Simplex. On Omnibus circuits one Local Numbers Slip for sent messages and another for Received messages may be used for each *circuit* instead of a separate pair of slips for each *office* on the circuit. Local numbers should run consecutively throughout the day, commencing with No. 1 at 0 hours or from the time the circuit is opened for work.

112. The full name of the telegraphist should be entered on the slip when he begins work and a line drawn under the last local number signalled before being relieved, to avoid unnecessary references to Supervisors and Telegraph Masters for identification purposes.

\*113. Forms T. I. 95 and 96 should be duplicated by means of carbon paper and, when a telegraphist is relieved at a circuit, he should remove the lower or carbon copy which will constitute his personal slip. The same course should be followed by his relief if scoring for pie-money. The upper or office copy should remain at the circuit and be available as a record of the traffic dealt with on the circuit, while the lower or carbon copy will enable the telegraphist to prepare his pie-money score correctly. During short reliefs a non-scoring telegraphist should remove the carbon paper as there is no need for him to have a personal copy; he should, however, note, below the last entry on the carbon copy, the

time he relieved the scorer. The personal or under copies of the slips should be attached to Form T. I. 121 handed in by the Telegraphist at the end of his term of duty, while the upper copies of the slips should be collected by the Section Telegraph Master at 0 hours or when the office closes, as the case may be, and placed in the general bundle of Local Number Slips for the day. The date and the name of the circuit should be clearly entered on the upper or office copy of the slip.

114. Form T. I. 91 or T. I. 95, as the case may be, should be used for Sent messages and the following particulars should be recorded against the numbers :—

- (a) *Press* messages.—Station *to*, Code time, page number and the letter Q, thus CA, SF, 3Q.
- (b) *Service* messages.—Station *to* and Code time, thus, LH BD. In Service messages classed "S" the class prefix should be noted in addition to these particulars.
- (c) All other messages.—The number of the message, with the letter A prefixed to the number to distinguish an A message from a B message, thus, A 290, 76.

Form T. I. 92 or T. I. 96, as the case may be, should be used for Received messages and the following particulars should be recorded against the numbers :—

- (a) B *Press* messages.—Station *to*, Code time, page number and the letter Q.
- (b) C *Press* messages.—Station *from*, Code time, page number and the letter Q.
- (c) B *Service* messages.—Station *to* and Code time. If classed "S" the class prefix should also be noted.
- (d) C *Service* messages.—Station *from* and Code time. If classed "S" the class prefix should also be noted.
- (e) All other messages.—Station *from*, if a C message or Station *to*, if a B message.

115. Local numbers should be checked as follows :—

- (a) On *Wheatstone* circuits.—After each series or batch of messages transmitted.
- (b) On all other circuits on which the Local Number system is employed (*see* para. 110).—Every quarter of an hour. At the end of each quarter of an hour a line should be drawn below the last local number checked and the time noted and initialled by the telegraphist.

The disposed of messages at the sending office should not be removed from the instrument until the checks prescribed above have been carried out.

In addition to the regular checks referred to above, the following should be observed :—

- (a) If a local number signalled does not agree with that at the receiving end, *immediate* attention must be drawn to it and the matter set right. On Morse circuits this should, if possible, be done at the instrument by the telegraphist or supervisor, or else by Service messages. On Baudot and Wheatstone circuits, disputes have to be settled by Service messages. The sent telegrams for the period under dispute must not be removed until the supervisor has decided upon the action to be taken. In order to prevent a cessation of work, while the matter is under dispute, the last local number given by the sending office may be accepted on all circuits pending the settlement of the dispute.
- (b) Local numbers should be specially checked whenever an interruption or change of lines takes place. If there is no outlet by which enquiry can be made, the check should be made as soon as the interruption is over or an outlet is available.

**116.** In offices which are always open, the last local number of one day should be carried forward with the first of the next day—thus, if the last local number signalled on the 5th of the month had been 65, the first signalled on the 6th or on the next occasion when messages are exchanged, should be 65/1. Subsequent messages should be numbered 2, 3, 4, etc., in the usual way.

In the case of offices which close at night, the last local numbers exchanged should be checked before the offices close, and this number should be carried forward with the first number of the next day on which telegrams are exchanged as in the 1st sub-para.

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## CHAPTER IV.

## FAULTS AND COMPLAINTS.

*Messages to be put in fault.*

[Rules in paras. marked\* do not apply to Licensed offices.]

**117.** The draft of any message found to be in any way irregular, or in which any standing order has been neglected or violated, or where charges are to be recovered through the Telegraph Check Office, or where replies to calls for repetition (paragraphs 225 and 445) have been unduly delayed by the office replying to the call, whether in India or out of India or when weather messages are delayed after 10 hours (para. 189), must be marked *in fault* by the office that detects the irregularity and gets it rectified. No other office concerned in the transmission of the message should place it *in fault*, for the same irregularity. The particulars of such messages must be entered in Form T. I. 102 (and, in case of Licensed offices, Form L. T. 17).

**\*118.** The Postmaster-General will obtain direct from the Telegraph Check Office the connected drafts as laid down in rules in the *Message Revenue Account Code*, and if it is then found that the office or one of the offices to blame is in another Circle, he should, after dealing with the case, so far as his circle is concerned, forward the case to the Postmaster-General of the other Circle concerned for final disposal. The Postmaster-General who finally disposes of a case should deal with the message drafts as follows :—

- (1) The drafts of Service messages should be filed in his office.
- (2) All other messages should be sent, with as little delay as possible, to the Telegraph Check Office for record.

**\*119.** All irregularities in Telegraphic Money Order advices noticed by Post Office officials should be reported to the Postmaster-General of the Circle in which the complaining official is situated. The latter will obtain the connected message drafts direct from the Telegraph Check Office and, if the irregularity occurred in his Circle, take due notice of it and return the message drafts to the Telegraph Check Office. If the irregularity has occurred beyond his jurisdiction, the case should be forwarded to the Postmaster-General of the Circle concerned who will deal with the case in a similar manner.

If an "Immediate" message placed *in fault* is forwarded to the Postmaster-General and it is found that the "Immediate" concession has been abused by the official who sent the message and it is considered necessary that the matter should be brought to the notice of the Government of India, the Postmaster-General should send the "Immediate" message draft and the fault statement to the Director-General of

Posts and Telegraphs, Traffic Branch, New Delhi, together with his recommendations. Irregularities in "Immediate" messages, which are due to the fault of the telegraph staff, should be disposed of by the Postmaster-General of the Circle concerned.

### *Complaints.*

120. All cases of misconduct at the instrument, inattention, bad arrangements, delay, etc., due to another officer should be settled, as far as possible, by the Heads of the offices concerned. If the Heads of the offices concerned are unable to come to a settlement, the case should be referred to the Postmaster-General, where Departmental offices are concerned to the Divisional Superintendents of Post Offices where Combined offices are concerned, and to the District Traffic Superintendent or other designated officer where licensed offices are concerned.

121. Complaints from the public must be attended to with the utmost care and promptness. The first and foremost consideration of the supervising officers of the Department should be not to try and make out the complaint to be groundless but to regard it as a symptom that there is some flaw in the working of the Department and to sift it in a sympathetic manner, remembering that the people who complain have, in their opinion, at least, a genuine grievance. If a complaint cannot be attended to on the day it is received, a formal letter, acknowledging receipt and stating that the matter is receiving attention, should be sent, to the complainant. If, owing to the message drafts not being in the office at the time or for other reasons, an office is unable to dispose of a complaint, it should be forwarded *in original*, together with any explanation which may be considered necessary, to the Postmaster-General of the Circle, or to the Officer-in-Charge, Telegraph Check Office, Calcutta, as the case may be and the complainant informed that this has been done. If the complaint relates to a foreign telegram, the same procedure should be observed, except that all necessary papers should be forwarded to the Postmaster-General, Bengal and Assam Circle, for disposal. Any inordinate delay in giving a final reply to the complainant should be avoided.

Applications for refund should be dealt with similarly. If they involve complaints, they should be forwarded to the Postmaster-General of the Circle; if not, to the Officer-in-Charge, Telegraph Check Office, Calcutta, the complainant in each case, being informed of the transfer.

122. The Postmaster-General, on receipt of a complaint, will obtain the connected message drafts of the telegram in question from the Telegraph Check Office, Calcutta, and at once start enquiries with the office or offices concerned if they happen to be in his circle; if not, he will transfer the case to the Postmaster-General of the Circle concerned. If the complaint involves a claim for refund and if, after investigation, the Postmaster-General is satisfied that the refund is justified he will inform

the complainant that the post office nearest to the complainant's place of residence has been ordered to grant him the necessary refund and forward a copy of the letter to the post office concerned for compliance. If the amount of refund in any one case exceeds the sum of Rs. 10, the Postmaster-General will, after all necessary action has been taken, forward the case with the connected message drafts to the Telegraph Check Office, Calcutta, for record. In other cases, the drafts will be filed with the case in Postmaster-General's office.

If the investigation into a complaint reveals any irregularity of service, the Postmaster-General will, after the complaint is disposed of, take departmental action against the officials at fault. If offices in other circles are also involved in the irregularity, the Postmaster-General will, after taking action so far as his own offices are concerned, pass on the case to the Postmaster-General or Postmasters-General concerned to take necessary action.

123. Replies to written enquiries and complaint from the public, other than those of a stereotyped nature, as well as replies to direct references from the Postmaster-General's Office, must be signed by the Officer-in-Charge of the telegraph office concerned except in the case of the Calcutta, Bombay and Madras offices where, at the discretion of the Postmaster-General, the Assistant Superintendent may sign "for Superintendent in charge". It is, however, left to the Heads of offices to make their own arrangements for the issue of replies to enquiries, requiring immediate attention, which are received when they are not in office. Communications of a stereotyped nature, issued to the public in connection with registered abbreviated addresses, irregularities in messages, etc., should be neatly prepared and signed by the officer in charge of the public counter or section concerned, except in the case of those issued to mercantile firms or high Government officials which should be signed by the Head of the office (or in the case of Bombay, Calcutta and Madras by the Assistant Superintendent).

124. In each Circle Office and in each Government Telegraph Office a register of all complaints against the telegraph service should be maintained. Each complaint received should be classified under one or other of the following heads :—

(I) *Losses.*

- (a) between the public counter and the instrument room,
- (b) between the instrument and the circulating table,
- (c) between the instrument and the delivery table,
- (d) after the messages have been made over to the telegraph messenger,
- (e) during transmission,
- (f) due to other causes.

*(II) Delays.*

- (a) due to definite interruptions or disturbances,
- (b) in delivery,
- (c) due to misrouting or incorrect booking,
- (d) due to closed hours,
- (e) due to temporary loss of a message.

*(III) Mutilation.*

- (a) bad writing,
- (b) bad signalling,
- (c) disturbances on line.

*(IV) Miscellaneous.*

At the beginning of each month the head of each Government Telegraph Office should submit to the head of the Circle a summary for each class of complaint as indicated above, showing—

Pending last month.....	
Received during month.....	
Total disposed of—	
(i) Well-grounded.....	
(ii) Groundless.....	
(iii) Unsuccessful.....	
Balance pending.....	

125. In sanctioning refunds, the following points should be kept in view :—

(1) In cases where the fault of the telegraph service is established, it is usual to give a full refund.

(2) In case of delays, a refund may ordinarily be granted, when the delay exceeds the postal mail time in case of ordinary telegram and half the postal mail time in case of express telegrams. In cases, however, when the public had been previously warned that, owing to certain causes, telegrams were liable to heavy delays, no refund is admissible. When the delay to an express telegram does not actually exceed half the postal mail time, but is still considered unduly serious, a refund of the difference between the "express" and the "ordinary" rates of charge collected on the telegram may, at the discretion of the Postmaster-General, be granted. When a late-fee telegram cannot be transmitted to the telegraph office of destination during its closed hours, a refund of the difference between the "express" and the "ordinary" rates of charge collected on the telegram, in addition to what late fee is refundable under the rules, may be granted at the discretion of the Postmaster-General.

(3) In cases of non-delivery, the undelivered draft of the telegram and the unused Reply telegram form, if it is a Reply Paid telegram, must first be obtained and filed with the case before a refund is granted. A refund may, however, be granted at the discretion of the Postmaster-General, even if the undelivered draft is not forthcoming, provided that he is satisfied that the telegram has actually failed to reach the addressee through fault of service. No refund is admissible when the non-delivery is due to the address given by the sender being insufficient, incorrect or written in an illegible or doubtful hand. If the telegram sent in reply to a Reply Paid telegram remains undelivered through the fault of service, the Postmaster-General may, at his discretion, grant a refund of the entire cost of the telegram and the amount deposited for reply to the sender of the original Reply Paid telegram.

(4) In cases of errors in a telegram, a refund may be admissible when the telegram has been rendered useless by the mutilation. No refund should, however, be granted when the error is due to illegible or doubtful writing on the original telegram.

(5) Refund orders should be current for only three months from the date of their issue and this fact should be noted on the Refund orders.

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## CHAPTER V.

## MESSAGE DRAFTS.

*Examination of message drafts.*

[*Rules in paras. marked \* do not apply to Licensed offices.*]

126. After the messages have been signalled and filed, they should be examined *every 15 minutes at the instrument* by a Telegraph Master or responsible Telegraphist (or by the Head of the office in case of licensed offices) to make quite certain that each message has been duly disposed of. They should then be collected, placed in consecutive order and passed at suitable intervals to the person whose duty it is to conduct the final check of A messages. The latter should see that there are no numbers missing, compare the value of the stamps affixed with the amount stated as having been charged, direct immediate attention to any case of short or over-stamping, or to any instance of apparent tampering with the stamps, or to any indication on any of the stamps of previous obliteration. The utmost care should be taken to prevent the return of any message from the Check Office (audit office in case of licensed offices) for rectification of any point which ought in the ordinary course to be detected locally.

With a view to the reduction of the number of cases in which messages which have not been transmitted are bundled with checked drafts, each "file collector" in all large telegraph offices should be supplied with a rubber stamp, bearing a distinctive letter, with which he should stamp all messages checked by him after they have been signalled. The rubber stamp should be kept in the personal custody of the officer to whom it is issued, and serious notice should be taken of failure on the part of file collectors to detect errors and omissions in messages. After this examination the drafts should be sorted according to the different classes, namely, A, By Hand, AF, B, C and services the latter sub-divided into Departmental A, B, C, Postal services, A, B, C, Railway services. A, B and C, and Traffic services S, RQ, or BQ. In case of Frontier offices there should also be the following classes namely CS, CR, CSDlt., etc. The draft should then be placed in the safe custody until prepared for the Check Office, Calcutta. Messages which have been removed from their places in serial order should be replaced by requisition form T. I. 159 which should give full particulars of the telegrams and the purpose for which removed and should bear the signature of the official removing such messages. The official in charge of message drafts should see that all numbers are continuous and correct and that none are missing and that the last number as noted in the Telegraph Master's diary are correct. He should endeavour to trace any missing message by reference to local number slips rather than to check sheets.

\*127. Numbers already allotted to "A" and "C" messages must not be altered once the receipts have been issued or the messages delivered. When a number is missed out, a Requisition form bearing that number should be put in the proper place in the bundle with the words "number missed" written across it, and in the Telegraph Docket form, the total number of "A" or "C" messages as indicated by the number of the last booked or delivered message, as the case may be, should be entered with the remark that that number included the missing number, thus: "20 less one (missing No. ), unallotted to any message". When the same number has inadvertently been given to two messages, the next unallotted number should, of course, be given to one of them, but the wrong number previously given should not be erased or scored out. It should be enclosed in a circle and the new number entered alongside 11-18. In such a case, the message should be placed in the bundle after the first message number 11 and a Requisition form bearing the number 18 should be placed in the bundle after message numbered 17 and should have written across it the mark "For this message see message after number 11". The official who makes these alterations should ascertain and fully satisfy himself that there has been no loss of message or of revenue.

Inspecting Officers should give particular attention to this matter during their periodical inspection with a view to checking any irregularities of this nature.

128. For the preparation and submission of drafts to the Check Office, see rules in the *Message Revenue Account Code*.

129.

130.



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## **PART II.**

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# Posts and Telegraphs Manual

## Volume XI.

### TRAFFIC INSTRUCTIONS.

#### PART II.

#### Rules for Inland Telegrams, Private, State and Press.

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#### CHAPTER I.

#### GENERAL RULES FOR ACCEPTANCE.

NOTE 1.—In these rules, the term “Head of a Circle” or “Postmaster-General” includes Director, Posts and Telegraphs, Sind and Baluchistan Circle.

2.—The rules in antique type are Indian Telegraph Rules of 1932.

#### *General Rules.*

*[Rules in paras. marked \* do not apply to Licensed offices.]*

8. “INLAND TELEGRAM” means any telegram the disposal of which does not involve transmission to or from any Telegraph Office beyond the limits of India, Burma, Ceylon, Afghanistan or Lhasa (Tibet).

9. ACCEPTANCE OF INLAND TELEGRAMS.—Inland telegrams shall be accepted for transmission at all Telegraph Offices and Postal Receiving Offices, and may, under certain conditions, be accepted by village Postmen and at Military Field Telegraph Offices.

10. INLAND TELEGRAMS MAY BE POSTED BY THE SENDER TO THE NEAREST TELEGRAPH OFFICE, together with postage stamps sufficient for the payment of the charges for their transmission; covers containing such telegrams shall be sent by paid registered post. Receipts shall in such cases be sent post-free to the sender.

11. INLAND TELEGRAMS OTHER THAN PRESS TELEGRAMS (RULES 156 TO 165) MAY BE TELEPHONED by telephone subscribers for onward transmission, without prepayment, to such Departmental Telegraph Offices and Combined Offices as the Director-General may authorise in this behalf on condition that all charges (Rule 81) due on such telegrams, shall be paid for on the

Deposit Account system [Rule 86 (3)] or in postage stamps affixed to the confirmatory copy of the telegram which shall be returned to the telegraph office with the postage stamps affixed within a period of five days from the date of its receipt.

12. Telegrams may be posted from foreign countries to a telegraph office at an Indian port for onward transmission as inland telegrams without prepayment on condition that the charges due on such telegrams shall be recovered from the addressee in the manner provided by Rule 92.

13. Where a telegram has been sent to a Telegraph Office by post under Rule 10 or by a Postal Receiving Office, but the stamps sent therewith are insufficient to cover the charges for transmission, the telegram shall nevertheless be despatched and the deficiency shall be recovered from the addressee in the manner provided by Rule 92.

14. All inland paid telegrams, except telegrams at reduced press rates (Rules 157 and 158), may be transmitted without additional charge between any Government Telegraph Office and any Licensed Telegraph Office.

131. Express State messages, handed in at a Licensed Telegraph Office, should be accepted and transferred to the Government Telegraph System at any hour of the day or night.

132. Where there are both Government and Kashmir State telegraph offices, Government offices can only accept messages addressed to places at which there are no Kashmir State Telegraph offices.

Messages booked in contravention of this rule should be placed in fault by any office observing the irregularity.

133. When a message is tendered for transmission it should be carefully scrutinized by the Counter Clerk and illegible words should be brought to the notice of the Senior Telegraph Official on duty. If the message be irregular, or incomplete, and if not tendered by the Sender himself, it should be returned to him with Form T. I. 1, stating definitely the reason for its return or with Form T. I. 6 (or Form T. I. 7 as the case may be) in the case of large offices only. No message may be refused without the cause of such refusal being clearly stated in writing.

At large offices in charge of Superintendents, a Pressure Board should be placed in the public counter to enable booking clerks to understand the conditions in the Instrument Room and to advise, if necessary, senders of telegram to alter the class of their telegrams to a higher class. The Superintendent or Telegraph Master in charge of the public counter will attend to the Pressure Board and will warn the counter clerks in the event of abnormal delays.

\*134. At all telegraph offices in which two or more counter clerks are on duty at the same time, a Name and Date Stamp bearing a

distinctive Index letter on the stamp should be supplied to each clerk for his exclusive use after obtaining his signature in a log book as an acknowledgment of receipt. Such stamps must not be lent to any clerk other than the clerk to whom it was issued on any pretext whatever. All receipts (Form A. R.) should clearly be initialled according to para. 256 whether they are issued by clerks who have index letter date stamps or not. These stamps can be obtained on indent from the Controller of Telegraph Stores, Alipore.

**\*135.** Inland telegrams accepted at Postal receiving offices are sent postage free, to the nearest Government office by first Registered post.

Inland telegrams are accepted under certain conditions by village postmen who are equipped with a copy of the pamphlet containing instructions on the subject for the information and guidance of the public.

**136.** Bearing telegrams transmitted under I. T. R. 10 (3) should have the letters 'BG' prefixed to the class with the letters 'RTF' followed by the words "Received from ——— (office of posting) by post" added in the Service instructions which should be signalled to the office of destination and must appear in the copy of the message to be delivered to the addressee.

#### *Objectionable telegrams.*

✓ **15. OBJECTIONABLE TELEGRAMS.**—Telegraph Offices shall refuse to accept or forward any telegram or any part of a telegram of a plainly objectionable or alarming character. In cases of doubt the matter shall be referred by the officer in charge of the Telegraph Office to a Secretary to Government or other officer nominated by the Local Government from time to time for this purpose, if the office is located at a seat of Government, or to the Chief Civil or Military Officer if the office is located elsewhere.

**137.** The following messages should be classed as objectionable:—

- (a) Messages which appear to contain false information of an important public nature, or information likely to produce disturbance, or create unfounded public alarm, or embarrass the action of the officers of Government in times of disturbance.
- (b) Messages which seem dangerous to the security of the State or contrary to the laws of the country or public order.
- (c) Messages containing abusive, libellous or indecently worded matter.
- (d) Messages tending to hinder justice, such as an intimation of the issue of a warrant of arrest in a Civil or Criminal case with a view to abetting escape.

- (e) Messages sent with the obvious intention of committing a fraud, *e.g.*, to insure a ship already wrecked, or property already burning or burnt.

138. In cases of doubt, reference must be made by the Telegraph Office concerned to the authorities mentioned below :—

- (1) Objectionable telegrams except those relating to military matters or at the headquarters of Government should be referred to the District Magistrate. When he is out of the station or not available they should be referred to the officer who is carrying on the current duties in his place.
- (2) Objectionable telegrams relating to military matters, at places other than the headquarters of Government, should be referred to the chief military officer. At places where there is no Military Officer, such telegrams should be referred to the authority specified in sub-paragraph (1).
- (3) At the headquarters of Government all objectionable telegrams, civil or military, should be referred to a Secretary to Government, or other officer nominated by the local Government from time to time for this purpose.

139. A telegram which has been referred to these authorities and has been passed or amended by them will be preceded by a service telegram issued by the office of origin or by an intermediate office as the case may be, bearing the code word "*Kirk*" meaning "*Censored*". If, however, a telegram preceded by a service message with the word "*Kirk*" is considered apparently objectionable at the office of destination owing to special local conditions, that office may use its discretion in withholding delivery of the telegram and referring it to local authorities for further censorship.

140. The sender should not be informed of a reference made under paragraph 137 unless it results in a decision not to transmit the message, in which case he should simply be informed that his telegram has been stopped as objectionable, but the name or designation of the authority who has ordered the stoppage should not be communicated. The charges should in such cases be refunded to the sender. In the event of a copy of a multiple telegram addressed to more than one station being withheld by an intermediate or a terminal office the office of origin should, on receipt of a report to that effect from the office concerned, intimate the fact to the sender pointing out the particular copy that has been withheld.

141. Steps should be taken to ensure the return to the Telegraph office of the original of any telegram referred to the local authority for opinion as to whether its transmission should be stopped or not. Any case in which the local authority fails to return the original should

be reported to the Postmaster-General by Government offices and to their immediate superior by licensed offices to admit of the matter being taken up with the Local Government or Administration concerned and if retention is considered necessary, an order should be obtained in writing from the latter for the retention of the original under Section 5 of Indian Telegraph Act.

142. Unless a telegram has been preceded by a service message bearing the code word "KIRK" meaning "*Censored*" as laid down in paragraph 139, it may be challenged if apparently objectionable by any office which must stop its onward transmission or delivery, and refer it to the local authorities, as laid down in paragraph 138. If a message is treated as objectionable by any office other than the office of origin, the office concerned should at once intimate the fact to the office of origin by a service telegram. The office of origin will then act according to the instructions laid down in paragraph 140. It is the duty of every telegraphist, sending or receiving an apparently objectionable message, to bring it immediately to the notice of the senior telegraph official present, and the decision given should be noted on the back of the message draft and be initialled by that officer. The messages so challenged should be placed *in fault*. In the event of a telegram of a *plainly objectionable or alarming* character being tendered at a telegraph office it should at once be brought to the notice of the officer-in-charge of the public counter in presidency offices, or in his absence, to the senior Telegraph official of the instrument room, and to the head of the office in other departmental and combined offices, who will endorse his decision on the back of the telegram in the following form and return it *unbooked* to the sender:—

"Objectionable, refused under Indian Telegraph Rule 15 or 156," as the case may be. In such cases the report prescribed in para. 144 should not be sent to the Postmaster-General.

143. Should an apparently objectionable message be transferred by a Railway, a reference should be made, if necessary, under paragraph 138, by the Government office of transfer, and if this results in a decision to stop the message, a Service message should be sent to the office of origin stating that it has been suppressed under Indian Telegraph Rule 15.

144. When a message is treated as objectionable under these rules either by offices of origin or destination or transit office, the telegraph office concerned should post such messages in original to the Postmaster-General in a cover marked *Confidential*, the number and date of the letter forwarding the drafts being noted on the requisition forms placed in the bundle of message drafts in their stead. If Foreign messages are treated as objectionable, *copies* and not the original should be posted to the Postmaster-General.

In case of licensed offices, the report should be sent by first train to the District or Divisional Officer, or other designated official, with a copy of the objectionable message. The officer concerned will, on receipt of the report, see whether the action of the Telegraph Office was justified or not.

The following is an example of how the Service message regarding an objectionable message should be worded :—

CA HK to Baikunta Chatterjee 7 Ganguli Lane Benares, stopped objectionable.

145. Officers in charge of telegraph offices in Indian States or in an administered area having a Political Officer at its headquarters should, in cases of doubt, refer telegrams under Indian Telegraph Rules 15 and 156 to the Political Officer or in his absence from headquarters to the officer carrying on his current duties irrespective of whether they are likely to affect the political security of the State or of British India. It is for the Political Officer to decide whether a message concerns the political security of British India. If he states that it does, the Telegraph Officer concerned will transmit it onwards to the first office in British India for censorship with the indication "*To be censored*". In the event of the originating office being located away from the headquarters of the Political Officer, the officer in charge of the Telegraph Office who requires reference to be made in case of doubt under Indian Telegraph Rules 15 and 156, should similarly insert in the service instructions of the telegram the words "*To be censored*" and transmit it onwards to the first office in British India. The Departmental or combined transit office in British India should refer such a telegram to the Secretary to Government or the Chief Civil or Military Officer for advice. If the telegram is passed, the official instructions "*To be censored*" should be replaced by the indicator "*Censored*" in the transit office and the transmission of the telegram completed. The office of destination must be most careful to ensure that these indicators do not appear in the copy delivered to the addressee.

146. Message drafts of *Inland* objectionable messages will be retained by the Postmaster-General for six months after the date to which they relate, so that they will be available when called for by the Director-General. These telegrams must be treated as *confidential* records and should be scrutinised very carefully in the circle office with special reference to seeing that the instructions contained in the preceding paragraphs have been strictly observed by the telegraph offices concerned and that no infringement of the statutory orders empowering the interception or refusal of telegrams has been incurred. Copies of *Foreign* telegrams treated as objectionable should be forwarded to the Director-General, Posts and Telegraphs. A copy of the orders stopping the transmission of such messages should invariably accompany the message drafts.

147. When a telegraphic money order advice is considered objectionable and referred to the local authorities for advice, the post office of origin should at once be given intimation that such a reference has been made. Subsequently, when the orders of the local authorities are received these should similarly be communicated to the post office of origin so that it will delay the posting of the postal confirmation of the advice to the office of payment until a final decision has been arrived at. The sender of the money order advice should not be informed of the references unless these result in a decision not to transmit the advice, in which case he should simply be informed that his advice has been stopped as objectionable.

16. **ORDER OF TRANSMISSION.**—Inland telegrams shall be transmitted in the following order, *viz.* :—

- (a) State (Government or Raj) Immediate telegrams (Rules 50 and 51).
- (b) Storm and Flood warning and Railway Immediate telegrams.
- (c) State (Government or Raj) priority telegrams.
- (d) State (Government or Raj) other telegrams (Rules 43 to 49 and 52 to 54).
- (e) Meteorological (other than Storm and Flood warning) telegrams.
- (f) Service telegrams (Rules 55 to 61).
- (g) Government and Press and Indian News Agency telegrams.
- (h) Private telegrams, and Press telegrams other than those specified in clause (g) above (Rules 156 to 165).

17. Subject to the provisions of rules 16, 82 and 83 Inland telegrams shall be transmitted in the order in which they are received.



## CHAPTER II.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

## MODE OF WRITING.

18. No letters, characters or devices shall be included in a telegraphic message except those shown as admissible under this rule, namely :—

## (a) Letters.

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, E.

## (b) Figures.

1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

NOTE.—There are no telegraphic signals for Roman numerals

## (c) Stops and other signs.

Full stop (.), Comma (,), Colon (:), Note of interrogation (?), Apostrophe ('), Hyphen or dash (-), Brackets or sign of a parenthesis ( ), Bars of division (/) or Underline (———).

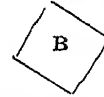
## (d) Special Instructions and Conventional Signs.

(See Rules 28 to 30.)

Abbreviated Form.	English meaning.
BPD . . . . .	Boat paid (Rule 105).
BPDN . . . . .	Boat paid night (Rule 105).
REPLY PAID . . . . .	Reply paid—rupees or annas (Rule 122).
TC . . . . .	Collation or repetition (Rule 131).
PC . . . . .	Telegrams with telegraphic Notification of Delivery Ordinary (Rule 134).
EXPRESS . . . . .	Delivery by special messenger (Rules 142 and 143).
XP . . . . .	Porterage charges paid (Rule 143).
XP Rs. . . . .	Porterage charges paid—rupees or annas (Rule 143).
POST . . . . .	Posts (Rules 100, 141, 142, 143 and 149).
PR . . . . .	Post Registered [Rules 147 (i) and 147 (ii)].
PAV . . . . .	Air post [Rule 147 (i)].
PAVR . . . . .	Air post Registered [Rules 147 (i) and 147 (ii)].
OPEN . . . . .	To be delivered open (Rule 103).
MP . . . . .	To be delivered into the hands of the addressee himself (Rule 102).
MTF . . . . .	More to follow [Rule 160 (2)].
TR . . . . .	To be kept at Telegraph Office till called for (Rule 104).
GP . . . . .	To be kept at post Office till called for (Rule 104).
CTA . . . . .	Communicate all addresses (Rule 140).
SEM . . . . .	To be transmitted by Semaphore (Rule 154).
END OF MESSAGE . . . . .	End of Message [Rule 160 (2)].
STATE . . . . .	State telegram (Rule 46).
RAJ . . . . .	Telegrams sent by Indian State officials on the business of the State (Rule 53).

(e) The multiplication sign ( $\times$ ) may be used but will be replaced in transmission by the letter X, which will be counted as a separate

word. Groups and symbols such as  $30^a$ ,  $1^\circ$ ,  $2^\circ$ ,



cannot

be reproduced in transmission, but senders may substitute for them an equivalent which can be telegraphed, e.g., for the expressions quoted above, 30 power a (or 30 ), firstly, secondly, B in diamond.

(f) Notwithstanding anything contained in this rule the expressions 30A, 30B, etc., 30a, 30b, etc., 30 bis, 30 ter, etc., 30', 30'', etc., 30<sup>1</sup>, 30<sup>2</sup>, etc., indicating a house number in an address shall be accepted as written, in whatsoever part of a telegram they may appear. In transmission the number will be separated from the letters or figures accompanying it by an oblique bar, which, for the purpose of calculating the charge, shall not be counted as a character in the group of figures or figures and letters composing the house number, whether the sender has or has not written the bar on the copy tendered for transmission.

19. LANGUAGE, ETC.—The text of private telegrams may be in plain language, in Code or in Cipher, any of which may be used in the same telegram in combination with the other or others.

#### Plain Language Telegrams.

20. "Plain language" means in the case of inland telegrams language which offers an intelligible sense in English, in any of the Vernacular languages of India, of Burma, or of Ceylon or in any foreign language, and which is expressed in characters admissible under Rule 18, each word and each expression having the meaning normally assigned to it in the language to which it belongs.

21. "Telegram in plain language" means a telegram of which the text is wholly in plain language; provided that a telegram in plain language may contain registered addresses, commercial marks, exchange quotations, letters representing the signals of the International Code of Signals, abbreviations in current use in ordinary or commercial correspondence, such as rsvp, fob, cfi, svp, c/o, b/l or any similar expression the meaning of which is understood in the office of origin, or in the case of bank or similar telegrams, a check word placed at the beginning of the text and not exceeding 10 characters in length.

#### Code Telegrams.

22. Code telegram means a telegram of which the text is composed of—

(a) artificial words, or

- (b) real words not used with the meaning normally assigned to them in the language to which they belong and consequently not forming intelligible phrases in one or more of the languages authorised for telegraphic correspondence in plain language, or
- (c) a mixture of real words and artificial words. Artificial words constructed for the purposes of this rule shall not contain the accented letter é.

23. Code words shall not contain more than 10 of the characters admissible under Rule 18 and shall contain at least one vowel if they comprise not more than 5 letters, at least two vowels if they comprise 6, 7 or 8 letters and at least three vowels if they comprise 9 or 10 letters. In words of more than 5 letters one vowel at least must be in the first five letters and at least one vowel in the rest of the words, subject, in the case of words of 9 or 10 letters, to the minimum of three vowels in all. The vowels are a, e, i, o, u, y. The groups æ, aa, ao, œ, ue, ch in the code words shall be counted as two letters each.

Provided that, in telegrams for Burma the code words shall be subject to no restriction as to their formation and they shall be limited to five letters to a word.

24. Groups which do not fulfil the conditions of Rules 22 and 23 above shall be classed as letter cipher (Rule 25) and charged accordingly. Groups formed by combining two or more plain language words contrary to the usage of the language shall not be admitted. (See also Rule 75.)

#### Cipher Telegrams.

25. (1) "Cipher telegram" means a telegram the text of which is composed of—

- (a) Arabic figures or groups or series of Arabic figures with a secret meaning, or of letters (excluding the accented letter é) or groups or series of letters with a secret meaning, or
- (b) words, names, expressions or combinations of letters not fulfilling the conditions of plain language (Rule 20) or of code (Rule 22).

(2) The combination of figures and letters in one group, with a secret meaning, shall not be permitted. Letter cipher shall be arranged in groups of five letters in order to facilitate transmission.

(3) The groups referred to in Rule 23 shall not be considered as letter cipher, i.e., as letters having a secret meaning.

**26. ERASURES, ETC.**—Every footnote, insertion, erasure, or correction in a telegram presented for transmission shall be initialled by the sender or by his representative in token of approval.

**27. ARRANGEMENT OF A TELEGRAM.**—The contents of an inland telegram shall be arranged in the following order :—

- (a) The Address (Rules 31 to 39).
- (b) The Text (Rule 40).
- (c) The Sender's Name (Rule 41).

**28. SPECIAL INSTRUCTIONS** as specified in Rule 18 (d) may be included in a telegram. Any instructions regarding prepayment of reply shall be written by the sender in the space provided for that purpose in the telegram form. Other instructions (regarding delivery at destination, notification of delivery, collation, open delivery, or delivery only to the addressee himself, etc.) shall, subject to the provisions of Rules 142, 146 and 147 (i), be written by the sender immediately after the text of the telegram.

**29.** In the case of a multiple telegram, special instructions, if any, shall be written by the sender before each address to which they relate; provided that the special instruction for collation in the case of such telegram shall be deemed to be sufficiently indicated if written once only, before the first address.

**30.** Special instructions may be written in any intelligible form but shall be charged for and transmitted in the abbreviated forms specified in Rule 18 (d). If the instruction has not been written by the sender in the correct abbreviated form, the counter clerk shall cross it out and substitute for it the correct abbreviation, which shall be placed between two double dashes (*e.g.*, = **TC**=).

#### *Preamble.*

**148.** The Preamble is that portion of a message which is not charged for except special instructions (if any) and which precedes the address; it includes the following :—

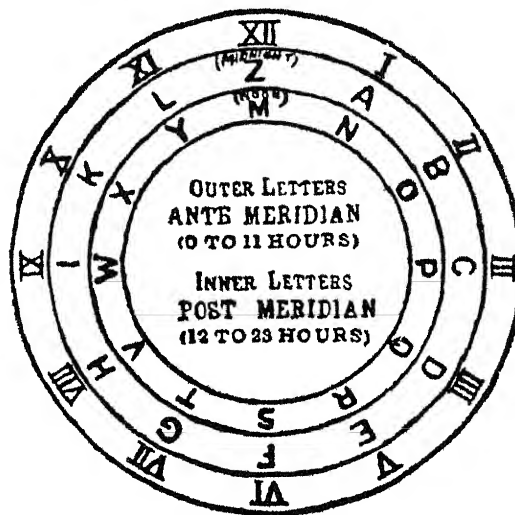
- (a) Class Prefix.
- (b) Code Time.
- (c) Office of Origin.
- (d) Date.
- (e) Service Instructions.
- (f) Number of words.
- (g) Special Instructions (if any).
- (h) Serial Number (not signalled).

*Class prefix.*

149. A list of Class Prefixes is given in paragraph 92, and of Warning Signals in paragraph 53 (xxviii).

*Code time.*

150. The time at which the message is handed in at the public counter must be entered on Form A in the space provided, and according to the Alphabetical Code. The following is a sketch of an ordinary clock face with the letters placed against the hours and periods of five minutes which they represent:—



- (a) The hours from 0 to 24 are denoted by the letters of the alphabet, omitting the letters J and U, thus: —  
 Z for 0 hours and the letters A to L for the hours 1 to 11,  
 M for 12 hours (noon) and N to Y for the hours 13 to 23.
- (b) The hours are divided into 12 periods of five minutes each, represented by the letters A to L. Thus, A stands for 1 hour and also for five minutes; F stands for 6 hours and for 30 minutes; so that AA means 1-5 and NA 13-5; AF means 1-30; and so on.
- (c) The intermediate minutes in every period of five minutes are disregarded. Minutes 1 and 2 are taken as the hour and 3 and 4 as 5 minutes past the hour. Thus, 13-1 and 13-2 would be shown the same as 13 hours, viz., (N); 13-3 and 13-4 as 13-5 (NA); 13-26 and 13-27 as 13-25 (NE); 13-28 and 13-29 as 13-30 (NF); and so on.

- (d) The time must be signalled in letters throughout the entire course of transmission, but at the office of delivery the Receiving Telegraphist must translate the Code Time into figures.

The letters indicating the Code Time must invariably be written in BLOCK CAPITALS. If an office has no clock in working order, the Code Time should be omitted, but when the message reaches the first office which has the correct time, the Code Time should be entered in the message before onward transmission, or delivery as the case may be.

If corrections are required to be made by the sender in a message which has already been handed in, and before it is signalled, a fresh Code Time should be given when it is finally accepted from the sender. Once a message has been signalled, corrections can only be made in it by means of a Paid Service Advice (*vide* Indian Telegraph Rules 57 and 58).

151. The day is a single cycle of 24 hours, beginning at midnight. The actual moment of midnight belongs to the day just ending and is termed 24 h. For all purposes, Indian Standard Time which is 5 hours 30 minutes in advance of Greenwich time ( $82^{\circ} 30'$  East), is kept by all Telegraph Offices in India (including Assam, Sind, Baluchistan, and the North-West Frontier Province); Burma Standard time which is 6 hours 30 minutes in advance of Greenwich time ( $97^{\circ} 30'$  East), or an hour in advance of the Indian Standard time, is kept by all Telegraph Offices in Burma. The Division between India and Burma is defined thus:—Ramu Office is in India and Maungdaw in Burma.

In all dealings with the public, Standard time must be used, thus the time "Sent Out", marked on the Received Message Delivery Sheet (Form T. I. 153, or, in case of Licensed offices, L. T. 10), must be entered in Standard Times as 9-30, 15-40 and so on.

Indian Standard Time is transmitted every day, except on Sundays, from the Calcutta C. T. O. to all offices in direct communication with it. Calcutta will commence to send a succession of bars daily at 15-58 hours at intervals of one second. The distant offices will then start sending bars at the same regular interval to all connected offices and these in turn to their connected offices. All offices receiving the time signals must pay strict attention. At 16 hours precisely (Indian Standard Time) the signals will cease when all offices in India must set their clocks to the right time, while the offices in Burma will set their clocks an hour in advance, i.e., 17 hours. Offices in D must get their right time from neighbouring offices on cutting in at the prescribed times. Standard time must be given to connected Railway offices whenever applied for.

#### *Office of origin.*

152. In every telegram the office of origin is the Telegraph Office at which the telegram is first accepted, no matter whether it has

reached that office by post or in any other way. The name of the Telegraph Office must be entered and signalled exactly as given in the *Post and Telegraph Guide*, and the person who accepts a telegram will be held responsible for this. In the case of messages from licensed offices, the name of the Telegraph Office should be followed by the initials of the licensed telegraph system to which the office belongs as shown in the Guide. These initials are to be carefully signalled throughout with the message. The office of origin is not charged for. Telegrams tendered at Combined offices not connected by wire should be dealt with as in paragraph 25.

In telegrams (except Telegraphic Money Order Advices) originating at local offices the Index letters given in the *Code Names of all Departmental and Principal Combined Offices and Index Letters*, should be signalled after the names of offices instead of the full names, thus, instead of "Calcutta Armanitolla" the abbreviation "Calcutta A" should be used. This abbreviation should appear in the copy of the telegram delivered to the addressee at the office of destination. In Telegraphic Money Order Advices the names of local offices should invariably be signalled in full.

If the opening of the office of origin has not been notified in the Traffic Routine Circular or in the *Post and Telegraph Guide*, the name of the district or province should be added and signalled for the guidance of transiting offices. This additional information should be considered as part of the name of the office of origin and not charged for.

**\*153.** When a message is received by post from a Postal Receiving Office, the name of the Receiving Office followed by the word *thro* must be added, immediately before the name of the office of origin in the preamble, thus :—Office of origin *Parasnath thro Giridih*, Parasnath being the Postal Receiving Office and Giridih the Telegraph Office of Origin.

**\*154.** When a message is received by post direct from the sender, from any place where there is no Telegraph Office, the name of such place, if intimated by the sender, must be inserted after the sender's name, provided sufficient money has been sent to cover the cost, or if the message be sufficiently stamped (*see Indian Telegraph Rule 13*).

**155.** A Government Office receiving a message from a Railway Office, should insert the initials of the Railway which accepted the message after the name of the office of origin as laid down in *Post and Telegraph Guide*, Section XIII, if the same has not been inserted by the Railway Office.

*Date.*

**156.** The day of the month must be written in figures only, "st," "nd," "rd" and "th" are not required and must not be signalled.

*Service Instructions.*

157. Service instructions which are inserted in messages in the interest of the Telegraph service are transmitted free. The special instructions which the sender may employ according to Indian Telegraph Rule 18(d) is charged for as a single word and transmitted in the abbreviated form.

*Number of words.*

158. When a message is handed in, the Counter Clerk should after entering the Class Prefix, count the number of *chargeable* and the *total* number of words. The *chargeable* words should be counted according to Indian Telegraph Rules 63 to 76. It should be noted that the *total* number of words should be the actual number of words *irrespective of the number of words charged for*.

When accepting a lengthy Inland message the text of which contains more than 100 words, the Counter Clerk should tick off every 50th word commencing from the *first word in the text* and note the number in brackets just above the word ticked off, thus (50), (100), (150), (200), and so on. The sending telegraphist should not signal these figures but at every 50th word of the text, he should signal three consecutive dashes, thus — — —, and the receiving telegraphist should note this as the symbol of separation between each group of 50 words commencing from the first word in the text.

A cross should be marked against any word chargeable as two words, and a double cross against such as are chargeable as three or more words. These crosses are not to be signalled (see Indian Telegraph Rule 64 and para. 234). Expressions which have been accepted as single words should be so written by the sender. For example, if the sender wishes "twenty-five" to pass as a single word he should write it as "twentyfive" not as "twenty-five" or "twenty five". On no account are words written separately by the sender to be joined together by the officials of the Department as the sense of the message might be destroyed. For example, if the sender writes "twentyfive quire packets" this must not be altered to "twenty-five quire packets". When the sender has paid for a combination as one word, but has not united the parts together, he should then be requested to write the expression without break. The expression should then be signalled without break.

Specimens of commercial abbreviations which may be counted as single words at five characters to a word are given in Appendix 1

Combinations of vernacular names, terms or expressions in plain language telegrams may be passed as single words up to a limit of 15 letters (*vide* Indian Telegraph Rules 67 and 77 and paras. 233 and 234).



Accented letters are frequently used in Naval signalling and in Wireless telegraph call signs, but as there are no corresponding signals for these accented letters when transmitted over the land lines, the word "Bar" should be used to distinguish an accented letter. For instance, the following group :—

VAKVPAS

should be signalled as

VA Bar KVPA Bar S

and be counted and charged for as five words.

In order to facilitate audit in the Check Office, the Counter Clerk will enter, in the space marked *Words* at the top of the Form A, the number of words in the form of a fraction, thus :—12/17 the numerator (12) being the number of chargeable words and the denominator (17) being the total number of words in the message. The latter number only will be signalled.

#### *Serial numbers.*

**159.** A numbering slip (Form T. I. 105 or in case of Licensed offices form L. T. 11) should be used at the public counter. Each message as handed in should be given in black ink or pencil a serial number from this slip, and as each message is allotted a number, it should be neatly struck off the slip.

This A number should be written or impressed both on the message (Form A) and the Receipt (Form A. R.). A fresh series of numbers should be begun daily. Separate series of numbers should be allotted to Inland messages booked in National Cash Registers (one series for each machine) as well as to Inland Press messages. At offices where the numbers of Inland A message, other than those mentioned in the last sentence of the previous clause, exceeds 150 a day a numbering machine may be used.

Where the Public Counter is on the same floor, or forms a part of the Instrument Room, no other check should be used. The messages accepted from the public should be passed from the Public Counter to the circulation table and thence to the instrument with the utmost despatch.

Where the Public Counter is quite separate from the Instrument Room and A messages have to be conveyed to the latter, a "Tick off" Number Sheet Form T. I. 105 should be used at the circulation table as a check upon the due receipt of all the A messages from the Public Counter.

Numbers already allotted to A messages must not be altered once the receipts have been issued.

*Address.*

**31. ADDRESS.**—The address of every inland telegram shall contain at least two separate words designating respectively the addressee and the name of the telegraph office of destination provided that in the case of weather telegrams containing observations, the address may contain only a single word designating the name of the telegraph office of destination. The name of the office of destination shall, for purposes of charging, be counted as one word, irrespective of the actual number of words and letters which it may contain (Rule 66). The designation of the office to which the telegram is to be transmitted shall be written as given in the List of Telegraph Offices published in the Post and Telegraph Guide, but the letters and names of districts and provinces which are therein printed in italics after the names of offices, may be omitted.

**EXAMPLE.**—"Basin Bridge Junction M. S. M." written as the name of the telegraph office of destination will be counted as one word only.

**32.** The address shall contain all particulars necessary to ensure the delivery of the telegram without search or inquiry.

**33.** When a telegram is addressed to one person care of another, the address shall contain immediately after the name of the actual addressee the words "care of", "c/o" or any other equivalent.

**34.** The address may be composed of the name of the addressee followed by the word "telephone" and his telephone number, e.g., "Mitra telephone Regent 560 Calcutta". Telegrams so addressed will, in the absence of any arrangement to the contrary between the addressee and the office of destination, be telephoned to the number indicated. The address may in like manner be composed of the name of the addressee and his post box number, e.g., "Paul post box 380 Calcutta". Telegrams so addressed will be delivered through the Post Box.

**35.** The address of telegrams addressed "poste restante" or "telegraphe restant" shall give the name by which the addressee is ordinarily known and shall not be addressed by means of initials, figures, Christian names only or fictitious names.

**36.** Any inland telegram of which the address is not in conformity with Rules 31, 32, and 33 may be refused at the office of presentation, and if such telegram is accepted for transmission no claim for refund in respect of delay or non-delivery thereof shall be admitted.

**37.** No alteration or addition shall be made in the address of a telegram after it has been despatched except by means of a paid service advice (Rule 56, etc.).

**160.** The address includes (a) the name and address of the person for whom the message is intended (or a registered abbreviated address),

and (b) the office of destination. If the name of the office of destination be not spelt as in the *Post and Telegraph Guide*, and if there be no doubt what office is intended, the Counter Clerk or the person who accepts the telegram should alter it, and he will be held responsible for this. If there be the slightest doubt, the message should be returned to the sender for alteration, suggesting the name of the office for which it is probably intended. Every such alteration must be initialled by the sender in token of approval (Indian Telegraph Rule 26).

If the opening of the office of destination has not been notified in the Traffic Routine Circular or in the *Post and Telegraph Guide*, the name of the district or province should be added and signalled for the guidance of transiting offices. This additional information should be considered as part of the name of the office of destination and not charged for in Inland telegrams [see Indian Telegraph Rule 66(1)].

To enable counter clerks to accept messages for new offices the opening of which has not been notified the names of offices which have been sanctioned to be opened will be notified in the Traffic Routine Circular (para. 5).

161. Before accepting a telegram the counter clerk of the telegraph office of origin must satisfy himself that the address given on the telegram is written in a clear and unmistakable hand and is expected to be sufficient to effect its delivery without search or enquiry. In case of doubt the telegram should be returned to the sender for alteration or amplification of the address and his attention invited to Indian Telegraph Rules 31—37. If, however, the sender persists in retaining the address as originally written by him the telegram should be accepted at the sender's risk (Indian Telegraph Rule 36) and a note to that effect recorded at the back of the telegram.

When the telegram with an obviously insufficient address is tendered by a servant and if the residence or place of business of the sender is not far away, the telegram should be returned with a request for a more complete address. But if the distance is great and the return of the message is likely to involve delay it should be accepted and a note that "the address is considered insufficient" should be made on the Receipt (Form A. R. or in case of Licensed offices L. T. 5).

Great care should be taken not to refuse messages obviously addressed to a registered address or messages in which the address includes the words "window delivery" (see para. 270).

162. If a telegram is addressed to one person at the house of another, whose name is also given, the words "Care of" or any other equivalent should be inserted immediately after the name of the actual addressee. The same course should be followed if the name of the addressee is prefixed to a registered address. If the sender declines to insert the words "Care of" or any other equivalent, the telegram should be accepted at his risk (Indian Telegraph Rule 36).

Messages addressed to large places, such as Calcutta, Bombay, Madras, Karachi, Lahore, Delhi, etc., must be properly addressed, *i.e.*, the name of the street and the number of the house should be given, or, in the absence of these particulars, the profession of the addressee or other relevant information. Even for small places, the name of the addressee must be accompanied by additional particulars to guide the office of destination in effecting delivery.

163. If the message be addressed to a post office, which is not also a telegraph office, the Counter Clerk must refer to the *List of Post Offices* in the *Post and Telegraph Guide*, and should address the message to the nearest telegraph office therein indicated; but if the place written by the sender as the last word in the address be neither a telegraph nor post office, a reference to him is necessary; he should be given assistance in obtaining the correct name of the nearest telegraph office.

Private messages addressed to initials, or to fictitious or assumed names, will only be accepted if addressed to some designated place, as a house or a number in a street, or to the care of some known person or firm. Such messages cannot be accepted if addressed merely to a Post or Telegraph Office or *Poste Restante* or to the care of a Post or Telegraph Master.

When a message is addressed to a place beyond the free delivery radius of the office of destination, the sender should be asked to pay the necessary portorage charges, unless he wishes it to be forwarded by post, in which case the word *Post* will be entered in the address as indicated in Indian Telegraph Rules 141—149.

When a telegram is addressed to a Railway office at a place where there is also a Government office, the sender, if he himself presents the telegram, should be informed accordingly and be given the option of addressing his telegram to the Government office. Every such alteration should be authenticated by the sender, *vide* Indian Telegraph Rule 26.

164. An Inland telegram intended for two or more persons at the *same* address should not be treated as a Multiple telegram unless the sender expresses a wish that a copy should be delivered to each addressee.

#### *Abbreviated addresses.*

**38. ABBREVIATED ADDRESSES.**—Subject to the provisions of Rules 49 and 54 abbreviated addresses may be registered within the limits of India under the following conditions:—

- (i) Application for registration shall be made to the officer in charge of the Telegraph Office at which it is desired to register an address.
- (ii) No address may be registered in one town for the delivery of telegrams in another town.

- 
- (iii) The registered address will be available for telegrams from other countries, as well as for inland telegrams.
  - (iv) No registered address shall consist of more than one word in addition to the name of the Telegraph Office where registration is effected (Rule 31).
  - (v) Such word shall contain not more than ten letters and shall be easily pronounceable. Proper names shall ordinarily not be accepted.
  - (vi) Numbers, names of professions, trades, countries, states, towns, telegraph stations, well-known streets or registered newspapers shall not be used as registered addresses.
  - (vii) Registration shall be refused of any word which either in writing or in telegraphic signals so closely resembles a word already registered that the one might be mistaken for the other.
  - (viii) The Officer in charge of a Telegraph Office may at any time cancel any registered address, and shall thereupon refund a part of the registration fee proportionate to the unexpired period of the registration, or at the option of the person by whom such address was registered, shall allow a new address to be substituted free of charge for the one cancelled.
  - (ix) In the event of a change in the title of a firm for which an address has been registered the records may be altered only with the consent, in writing, of all the partners of the firm.
  - (x) A firm shall be permitted to register an address for an agent, provided that such agent trades under the same name as the firm.
  - (xi) The fee for registration of an abbreviated address shall be Rs. 20 yearly, or Rs. 12 half-yearly, payable in advance to the Officer in charge of the Telegraph Office at which registration is effected.
  - (xii) An additional fee, equal to half the original registration fee, shall be charged for every change of the word selected, or for every transfer to another Telegraph Office within the period of registration; no additional fee shall be charged in respect of a change of residence within the delivery limits of the registering office, or in respect of a change in the name or title of the registering firm or person not amounting to a change of identity, or to a transfer from one firm to another.

- (xiii) An abbreviated address, registered permanently by any firm or person under the rules in force prior to 1st July 1904, shall not be transferred to any other firm or person as a permanently registered address, but if transferred shall be retained only on payment of the yearly registration fee prescribed under clause (xi). A fee of Rs. 5 shall be charged for every change of the word selected for an abbreviated address registered permanently under the rules in force prior to 1st July 1904 and for every transfer of such address to another Telegraph Office.
- (xiv) No refund of fees shall be made in respect of addresses registered but subsequently given up by the person who registered them.

39. Any person or firm to whom telegrams are frequently addressed by means of an abbreviated name which has not been registered may be required, by a written notice from the telegraph office, to register the address, and on failure of such person or firm to comply with such notice the telegraph office may refuse to deliver telegrams so addressed.

165. The rule of payment for registration of an abbreviated address may be relaxed for a traveller or person expecting to receive a few messages under an abbreviated address during a short period of, say one week.

\*166. The abbreviated addresses of firms and individuals which are to be published in the book entitled "Public Abbreviated Addresses", are designated *Public* and those which are not to be published *Confidential*. Before registration is made, the applicant must be asked if the address is to be published or not.

At places where there are two or more Departmental or Combined offices, all registration of abbreviated addresses must be made by the Head or Central Telegraph Office. If a local office receives an application for the registration of an abbreviated address, it should refer the applicant to the Head or Central Telegraph Office. As soon as an address has been registered the Head or Central Telegraph Office must promptly inform all local offices concerned giving the full address of the person or firm for whom the abbreviated address has been registered and the period of registration.

167. All addresses registered under the Indian Telegraph Rule 38, should be recorded in a register (Form T. I. 164 or, in case of Licensed offices, L. T. 15) to be maintained by the head of the office or at the Public Counter where applications for registration are received. In offices where there is a separate addressing table and where it is not convenient for the addressing clerks to refer to the main register of abbreviated addresses in Form T. I. 164, a smaller register in Form T. I. 165 may be used. In large offices which use the card index system of registration it will not be necessary to maintain the abbreviated address register (Form T. I. 164 or 165).

No word beginning with the letters "To" such as "Towels" "Tostones", etc., should be registered owing to the possibility of the receiving Telegraphist omitting the letters "To" and writing down only "Wels", "Stones", etc., in the address. Similarly words beginning with the letters "Wireless", "Radio", "Radiogram", "Sos" and "Toll" should not be accepted for registration as telegraphic addresses.

Firms and individuals who have registered *all time* addresses, which are not in accordance with the Indian Telegraph Rules, should be invited to alter them, as soon as convenient, no charge being made for the change.

The holder of a registered abbreviated address is not to be told to change it except by the Postmaster-General, or the Superintendent in charge of an office who must personally satisfy himself that the change is necessary in the interests of the service. It must be remembered that changing a registered abbreviated address causes the holder a great deal of inconvenience and no change should be ordered unless it is unavoidable.

The cancellation of an address already registered [Indian Telegraph Rule 38 (viii)] can be ordered only by Postmasters-General, Superintendents in charge of Telegraph Offices and the Officer-in-Charge, Telegraph Check Office, Calcutta.

No charge is made for the registration of the abbreviated addresses of Indian State officials. The abbreviated addresses of Government officials used in Foreign telegrams are published in a separate book entitled *Foreign Code Addresses of Government Officials*.

Licensed telegraph offices (Railway or Canal) can also register abbreviated addresses, the fees being retained by the Licensed telegraph systems concerned. Full particulars of all abbreviated addresses registered by Licensed telegraph offices should be communicated to other Telegraph Offices, of the same place; and, in the event of their receiving a message with an obvious abbreviated address which has not been registered in their own office, they should forward the message to the head office, either by hand with a memorandum or by wire, for delivery. If the latter cannot deliver the message, it will either return it by hand or report non-delivery to the Licensed Office, which will in turn report non-delivery to the office of origin.

168. About one month before the date of expiry of registration, a notice in Form T. I. 152 should be sent to each person who has registered an abbreviated address asking if he desires to renew registration. If the fee be not paid on the date of the expiry of registration, it should be struck off the register. When the first message is received addressed to a time-expired abbreviated address, an intimation should be sent to the addressee informing him that a message addressed to his unexpired abbreviated address has been received and will be delivered if the address is re-registered. Non-delivery should at the same time

be reported to the office of origin saying "Address no longer registered". If the addressee renews his address the date on which the registration fee is tendered should be the date of registration.

Any abbreviated address registered for "all time" under the rules in force prior to July 1904, may be expunged from the register when it is known that the holder is dead. But a person who succeeds the deceased holder either by a succession certificate issued by a Court of Law or by right of natural inheritance from a father to a son is entitled to get the "all time" address transferred to his name. The same concession may also be extended to person or persons who succeed to the estate but carry on business under a different title.

If the registration of the address is not renewed, the word should not be given to another firm until 6 months have elapsed from the date of expiry of registration.

When an address which was previously "*Confidential*" is to be made "*Public*", intimation should be sent to the Check Office to make the necessary correction in *Public Abbreviated Addresses*.

169. For procedure in dealing with the money received, see rules in the *Message Revenue Account Code*.

170. Inspecting officers should check the Check Office receipts or intimations with the entries in the abbreviated address registers in order to satisfy themselves that the entries have been correctly tallied, and also compare the register of abbreviated addresses with the abbreviated addresses appearing in the C copies of private messages in the office at the time of inspection to see that the abbreviated addresses have been duly registered and paid for and tally the entries in Form T. I. 164 with those in Form T. I. 165 in offices where both these register forms are maintained.

#### *Text and sender's name.*

40. **LIMIT TO LENGTH OF TELEGRAM.**—No inland private telegram shall exceed 500 words in length, nor shall any one person send at the same time a series of telegrams of which the total number of words exceeds 500. In cases where the limit of 500 words has been reached, either in one telegram or in a series of telegrams, the sender of such telegram or telegrams shall not, unless the line is free of all other traffic, be permitted to send a further telegram until three hours have elapsed since the handing in of his last telegram.

41. **SENDER'S NAME OR DESIGNATION.**—The sender's name or designation may be in a customary abridged form, or may be replaced by a registered address, or may be omitted altogether.

42. **SIGNATURE.**—The true signature and address of the sender (neither of which shall be charged for or transmitted) shall be written at the foot of the telegram, and the sender of a private telegram may be called upon to prove that the signature attached to it is genuine.



If the sender of a telegram is illiterate, his mark shall be obtained and shall be verified in such manner as the Director-General may direct. In the case of telegrams from a mercantile firm the signature may be the name of the firm written by hand, or the name of the firm stamped and attested by the signature or initials of a responsible member of the firm.

In the case of telegrams telephoned by telephone subscribers, (Rule 11) the signatures of the senders shall not be necessary.

171. Every message must be signed by the sender according to Indian Telegraph Rule 42. But in cases where the signature has been omitted and it has been found impossible to supply the omission, *e.g.*, in messages from passing ships, or those received by post, the words *Received Unsigned* should be entered in the Service Instructions.

If the sender's signature is given as a portion of the text to be telegraphed, he should not be required to sign the telegram again at the foot in the space marked "Not to be telegraphed".

If the sender is illiterate his left thumb-impression will be sufficient for the purpose of Indian Telegraph Rule 42. The sender's full name and address should be written against it by the counter clerk.

In the case of messages from a mercantile firm, if the name of the firm be written, it should be accepted, but if stamped, it should be attested by the signature, or initials, of a responsible member of the firm.

Except in cases of well-known persons or firms, senders of message should be asked to add their address after their signature for reference in case of necessity.

Counter Clerks should point out to senders of Reply Paid messages the necessity of giving a sufficient address in the text of the message to ensure the reply reaching them.

172. An address book must be kept in every office in which the counter clerk should enter the name and address of travellers or visitors or residents on their first arrival as noted in telegrams sent by them. The instructions will be in force for one month only. All new addresses recorded at a local office should be communicated the same day to the Central Telegraph Office.

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## CHAPTER III.

## STATE TELEGRAMS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

*General.*

**43. PERSONS ENTITLED TO SEND.**—The following persons shall be entitled to send Inland State Telegrams subject to the conditions noted against each:—

- (a) All officials of the British Government (except those who are on leave), provided that the telegrams sent by them relate solely to the business of the British Government.
- (b) The Registrars of the Universities of Calcutta, Madras, Bombay, Allahabad, Patna, Delhi, Dacca, Lucknow, Agra, Andhra, Annamalai and the Punjab, provided that the telegrams sent by them relate solely to the business of the University.
- (c) The Presidents of the District Educational Councils in the Madras Presidency and their Secretaries, provided that the telegrams sent by them relate solely to the business of the Council.
- (d) The Astronomer in charge of the G. V. Juggarao Observatory, Vizagapattam, provided that the telegrams sent by him relate solely to the business of the Observatory.
- (e) The Chairman of the Board of Trustees for the European Hospital for Mental Diseases at Ranchi and the Superintendent of the said Hospital, provided that the telegrams sent by them relate solely to the business of the Hospital.
- (f) The Secretary of the Indian Central Cotton Committee, provided that the telegrams sent by him relate solely to the business of the Committee.
- (g) Honorary Assistant Registrars of Co-operative Societies in the Madras Presidency, provided that the telegrams sent by them relate solely to the business of the Societies.
- (h) Honorary Organisers of Panchayats in the Madras Presidency, provided that the telegrams sent by them relate solely to the business of the Panchayats.
- (i) Honorary Organisers of Co-operative Societies in the Bombay Presidency, provided that the telegrams sent by them relate solely to the business of the Societies.

- (i) The Governor, Deputy Governor and Chief Accountant of the Reserve Bank of India, Secretary to the Central Board of the said Bank, Managers of the said Bank at Bombay, Calcutta, Madras and Delhi and the Currency Officers of the said Bank at Karachi, Cawnpore and Lahore, provided that the telegrams sent by them relate solely to business with which the British Government is directly concerned.
- (k) The Secretary, Imperial Council of Agricultural Research, provided that the telegrams sent by him relate solely to the business of the Council.
- (l) The Station Superintendents of the Imperial Airways Ltd., at Rajsamand (Udaipur) and Madho Sagar (Gwalior) provided that the telegrams sent by them relate to matters affecting the safe navigation of aircraft.
- (m) The Pilots of the Indian National Airways, Ltd., working on the Lahore-Karachi Air Mail Service and the Managing Agents of the same Company at New Delhi and Lahore, provided that the telegrams are sent by them in cases of emergency such as the forced landing of an aircraft on the service away from an aerodrome.

173. The Government of India have decided that expenditure on telegrams incurred by the Army Sports Control Board, India, and by the local Committees subordinate thereto should be charged to Government. Such telegrams should be classed *State (Army Instructions, India, No. 911, dated the 6th December 1921)*.

174.

175.

176. No State message ordering the release of a prisoner, or the carrying out of a capital sentence, should be accepted unless signed by a Secretary, Joint Secretary, Deputy Secretary, Under Secretary or Assistant Secretary to the Government of India, or by a Secretary, Deputy Secretary or Under Secretary to a Provincial Government or administration or by a Registrar of a High Court or Judicial Commissioner's Court, and each message referring to such matters, including the reprieve of a capital sentence, should be shown to the senior Telegraph official present before it is transmitted.

#### *Language.*

44. **LANGUAGE.**—Inland State telegrams may in all cases be expressed in secret language (e.g., Code or Cipher, or both), but a combination in the same telegram of figures and letters, having a secret meaning, shall not be permitted.

177. The letters AAA (written without stops) are used to indicate punctuation in State telegrams from military officials instead of the word "stop". This combination should be counted as a group of three characters (Indian Telegraph Rule 76) and charged for as one word.

45. Canceled.

*Payment of charges.*

46. PAYMENT, ETC.—Inland State telegrams other than Weather telegrams shall have the special instruction "State" inserted by the sender and, subject to the provisions of Rule 47, shall be paid for prior to despatch at the rates fixed for private telegrams. Payment may be made by means of service postage stamps, by impressions of a licensed franking machine, or in cash.

47. STATE TELEGRAMS WITHOUT PREPAYMENT—

- (1) Inland State telegrams may be accepted without prepayment, at such Departmental Telegraph Offices as the Director-General may specify in this behalf, from any official of the British Government whose average expenditure on telegrams is Rs. 1,000 or more per month, on the condition that settlement of all charges due on such telegrams shall be made monthly by cash payments into the local treasury, and that a fee for the upkeep of accounts shall be paid by the sender at the rate of twelve annas for each complete batch of 25 telegrams despatched by the sender and twelve annas for the remainder of such telegrams, if any.
- (2) The rule regarding prepayment (Rule 46) may be relaxed for express telegrams in case of great emergency, but in any such case it shall be the duty of the sender to ascertain the charges due, and to pay them into the Telegraph Office within 24 hours.
- (3) The rule regarding prepayment (Rule 46) may further be relaxed by the Director-General in times of great emergency at the specific request of any Local Government or Administration, for Inland State telegrams, on the condition that settlement of all charges including the fee referred to in sub-rule (1) for the upkeep of accounts shall be made by means of service postage stamps through the Postmaster-General of the circle concerned.

178. The word State must be inserted by the sender on the message in the space provided for the purpose, before the message is handed in; if not, it will be classed and treated as *Private* except in the case of State messages paid for in Service Postage stamps,\* or by impres-

\*These service stamps will be obtained by the Government officials direct from treasuries; telegraph offices do not stock them—*vide Post and Telegraph Guide*, clause 7.

sions of a licensed franking machine, where the word *State* should be entered if not already done by the sender.

Messages marked *State* by persons not entitled to send *State* messages should be altered from *State* to *Private* by the Counter Clerk.

**179.** Telegrams issued in connection with mobilisation will have the words "*State Mobilisation*" written on them by senders as a Service Instruction. These words should be signalled free of charge (para. 157).

Telegrams on official military business on and after mobilization should be accepted by telegraph offices without prepayment. Such telegrams must be signed by a commissioned officer and should clearly show the rank and appointment or designation of the officer sending the telegram. The telegraph offices accepting such messages should prepare bills in triplicate in the Deposit Account bill form (Form M. R.-6) and enter the name of the sender and addressee of each such telegram under the columns "Refund" and "Remarks" provided in the form by altering in manuscript these headings to "Sender" and "Addressee", respectively. An account in Form M. R.-7 should also be prepared showing the amount due including the up-keep fees calculated in accordance with Indian Telegraph Rules 47(1) and 256, and attached to the bill. Two copies of the bills with relevant message drafts should then be sent to the Telegraph Check Office, Calcutta, in special covers marked "Mobilization Deposit Messages" not later than the other drafts of the last period of that month to enable Telegraph Check Office to settle and recover from the Army Department in a consolidated bill the charges due including up-keep fees in respect of such messages.

**180.** State messages must be paid for in Service Postage Stamps or by impressions of a licensed franking machine or tendered on O.H.M.S. message forms (para. 182, etc.) except those marked "*Special Police*" from the Rural Police in Bengal and police officials, village Zaildars and Lambardars in the Dera Ismail Khan District (see para. 193).

If any officer has to send a message at a time when he has no service postage stamps or no licensed franking machine, he should pay for it in cash; the receipt granted to him will then state the value of the message but will not bear on it the word *State*. The message, however, will for Departmental purposes be classed and signalled as *State*.

If a *State* message with Service stamps affixed is tendered with insufficient charges, it must not be returned to the sender to make good the deficiency in the Service stamps; such a message must be accepted and transmitted. *After it has been transmitted*, the sender should be requested to send the Service stamps required to make up the amount of the correct charge for the telegram.

181. The instructions issued by the Government of India to Government officials are that they should use the smallest number of stamps when affixing service stamps to State telegrams (para. 178). If these instructions are disregarded messages and stamps should be accepted as tendered but the matter should be brought to the notice of the official concerned through the Postmaster-General,

*O. H. M. S. messages.*

182. For rules of procedure, see *Message Revenue Account Code*.

183. Messages handed in on O. H. M. S. forms and duly signed by authorised officials should be accepted by all Telegraph offices (Departmental, Combined, Railway or Canal) and transmitted free of charge. These messages should be classed "O" or "X" according as the class of the form tendered, A. O. (1) for Ordinary messages or A. O. (2) for *Express* messages with the word *State* in the *Service Instructions*, and treated in the same way as State messages paid for in cash or service stamps or by means of frank impressions. They should not be bundled separately for the Check Office nor receive any special treatment by Telegraph Offices. The usual receipts (Form A. R.) should be granted showing only the serial number of the message, the letters O. H. M. S., the date stamp of the office and the initial of the official accepting the message.

48. **AT RAILWAY TELEGRAPH OFFICES.**—Except in cases of emergency, State telegrams shall not be accepted at Railway Telegraph Offices at places where there is also a Government Telegraph Office.

49. **ABBREVIATED ADDRESSES.**—The conditions for the registration of abbreviated addresses laid down in Rule 38 shall not, save in respect of the charging of fees, apply to the abbreviated addresses of British Government Officials. Such addresses shall, on application being made by the British Government Official to the Director-General, be registered at the charge prescribed in clause (xi) of Rule 38, and without any restriction as to the number of words used.

50. **IMMEDIATE TELEGRAMS.**—On occasions of emergency and great importance, officers who have been authorised by the Director-General, Posts and Telegraphs in this behalf, may, within Indian limits, suspend the receipt and dispatch of all telegrams until the one marked "Immediate" has been passed on. Such "Immediate" telegrams shall be accepted only if signed by an officer so authorised. The power to suspend the receipt and dispatch of telegrams shall not be delegated and "Immediate" telegrams signed "by order" shall not be accepted. Officers sending an "Immediate" telegram may authorise an "Immediate" reply, but no "Immediate" reply shall be accepted in the absence of such authority. "Immediate" telegrams shall be paid for at double the rates for State (Express) telegrams. The words "Immediate" shall be written before the address and will be transmitted free.

51. Any of the officers enumerated below may send Immediate telegrams to Ceylon, namely:—

- (1) His Excellency the Governor of Ceylon.
- (2) Members of the Viceroy's Executive Council.
- (3) Secretaries to the Government of India.
- (4) Private Secretary to the Viceroy.

*Immediate Telegrams.*

184. A list of officials authorised to send Inland Immediate telegrams is given in clause 396 of the *Post and Telegraph Guide*.

185. The instructions given in Indian Telegraph Rule 50 regarding Immediate State messages must be strictly enforced. Heads of Offices will be held responsible for any breach thereof. If an *Immediate* telegram is tendered, either by an official not authorised to send this class, or "by order", it should not be returned to the sender as refused, but the words "*Immediate*" should be scored out and the telegram forwarded on as an Express State telegram in the usual way, the sender being informed of this and his attention drawn to Indian Telegraph Rule 50. The word *Immediate* which is not charged for, should be signalled as a Service Instruction immediately before the address, thus:—*Immediate, Governor, Bengal*, Immediate telegrams should invariably be signalled in the presence of a Supervisor or Telegraph Master or the senior official present. To permit of this being done, the signal CTM should follow the class Prefix or Warning Signal "000". The Supervisor or Telegraph Master or senior official who supervises the prompt disposal of an Immediate telegram should initial the telegram form in token of his having dealt with it.

The instructions in clause 2 of para. 213 will not apply to Immediate telegrams.

186. (i) Ruling Princes who are members of the Chamber of Princes in their own right and their ministers have the privilege of sending Immediate messages between telegraph offices within their own territories.

(ii) Ruling Princes who are members of the Chamber of Princes in their own right have the privilege of sending Immediate messages to addressees outside their State territories subject to the following conditions:—

- (a) that the privilege is exercised only on the occasion of a grave emergency arising in or affecting the State and during such emergency;
- (b) that it is personal to the Ruler himself;
- (c) that it is confined to telegrams addressed to the Viceroy, the Governor of any Province, the Political Secretary, a Provincial Government or a local Political Officer.

Telegrams marked "Immediate" tendered by Ruling Princes and Chiefs authorised to send such telegrams should be accepted and transmitted as such even if conditions (a), (b), and (c), given in clause (ii) above do not appear to be fulfilled. If, however, there is any doubt as to fulfilment of any of the three conditions the telegram is to be placed in fault and sent to the Postmaster-General.

(iii) A Ruler who is a member of the Chamber of Princes in his own right may, when absent from his State in India, send from any telegraph office in India on the occasion of any grave public emergency affecting his State, an Immediate message to—

(a) his Chief or Senior Minister; and

(b) any of the addressees mentioned in clause (ii)(c).

(iv) In the absence of a Ruler from his State the Chief or Senior Minister is authorised to send Immediate messages on an occasion of grave public emergency to the Ruler himself when the Ruler is in India, or to any of the addressees mentioned in clause (ii)(c).

The list of the Ruling Princes and Chiefs authorised to send Immediate messages is given in Appendix 18. These messages should be treated exactly in the same way as similar Inland State messages (*vide* paragraphs 48 and 185), *i.e.*, they should be signalled under the class Prefix 000 with the words "Immediate" as a Service Instruction immediately before the address.

#### *Important Telegrams.*

187. Certain civil and military officials have been specially authorised by the Director General of Posts and Telegraphs to send Inland State messages marked "Important". A list of such officials is given in Appendix 17. Such messages should be treated as Group V of para. 92 and be signalled under the code class XX. The word "Important" will appear as the first word in the address and the words "State Priority" in the space for Service instructions. The word "Important" will not be charged for. This class of telegram is charged for at double the rate for an Express telegram.

Ruling Princes (*vide* Appendix No. 18) in their own right and their ministers are entitled to mark their messages "Important" in matters of urgency within the limits of their own States. In periods of unusual congestion the Director General of Posts and Telegraphs is however, prepared to authorise Ruling Princes and their senior ministers specially affected to mark messages "Important" for any part of India as a temporary measure. The Chief telegraph officer in a State will be instructed to inform the senior minister of the existence of unusual congestion. To admit of this being done, the telegraph office concerned should inform the Postmaster-General when unusual congestion exists and the latter will, if considered necessary, inform the Chief Minister of the State.



188. The following classes of telegrams are also included in the general category of State Telegrams :—

- (a) Weather Messages.
- (b) Storm Signal Messages.
- (c) Flood Warning Messages.
- (d) Special Canal Messages.
- (e) Special Police Messages.

*Weather Messages.*

189. At all telegraph offices State Weather messages must be accepted without prepayment from any person, even although not a Government official, if rendered on Weather message forms headed METEOROLOGICAL.

The Daily Weather messages containing the 8 A.M. (Indian Standard time) and 9 hours (Burma Standard time) observations and handed in between 8 and 10 hours should be signalled under the Class Prefix "XW," and given precedence over all Express traffic up to 10 hours so that the issue of the daily Weather reports by the Meteorological Department may not be delayed. Weather messages classed 'XW' will be charged for at express rates. Weather messages from coast stations should be given precedence over the Weather reports from other stations. The offices of destination will place "in fault" Weather messages which are received after 10 hours, so that the Director-General of Posts and Telegraphs, Traffic Branch, may trace the cause of delay and take necessary action. This precedence is only given to the morning Weather reports and not to weekly Rainfall reports which will be classed as written by the sender. Daily Weather messages are signalled as shown below :—

<i>Class Prefix</i>	.	.	.	.	.	.	XW.
<i>Code Time</i>	.	.	.	.	.	.	HB.
<i>Office of Origin</i>	.	.	.	.	.	.	Veraval.
<i>Signal of separation</i>	.	.	.	.	.	.	-----
<i>To</i>	.	.	.	.	.	.	Poona.
<i>Signal of separation</i>	.	.	.	.	.	.	-----
<i>Text</i>	.	.	.	.	.	.	As written.
<i>Signal for end of message</i>	.	.	.	.	.	.	-----

Poona will arrange to put Bombay in direct communication with the Weather India Office at 8 hours daily until clear, which should be about 11-30. Arrangements should be made by the Postmaster-General for an outlet on Sundays and other holidays from the "Weather India" Office for any storm or flood warning telegrams. Calcutta should give as a permanent arrangement, all its 8 hours' weather traffic to Agra while Bombay should give its similar traffic to Lahore. Other offices, which have direct communication with Poona, should give their 8 hours' Weather messages to Bombay.

The daily 8 and 9 hours' Weather messages are generally written in figure cipher and ordinarily consist of ten groups of five figures each. The figure cipher has been arranged in such a manner as to

admit of mutilations being readily detected by the Weather Office at destination and for this reason it will not be necessary to repeat the figures (para. 309). The abbreviated figure signals given in paragraph 90 should invariably be used in transmitting the text of these figure cipher messages. A sample of the messages as they are handed in at telegraph offices is given below :—

<i>Class Prefix</i>	.	.	.	.	.	.	.	.	XW.
<i>Code Time</i>	.	.	.	.	.	.	.	.	HB.
<i>Office of Origin</i>	.	.	.	.	.	.	.	.	Veraval.
<i>To</i>	.	.	.	.	.	.	.	.	Poona.
<i>Text—</i>	.	.	.	.	.	.	.	.	
	86278							01248	
	81400							00003	
	70300							13723	
	98400							00720	
	25378							14684	

The messages should be signalled according to lines, *i.e.*, from left to right as in the case of other figure cipher telegrams and not in vertical columns (para. 105). The messages will generally be tendered by meteorological observers written two groups in a line, but with the exception of the offices of destination, telegraph offices need not keep to this number of groups in each line. Thus, in the example given above the message may be written down as follows :—

86278	01248	81400	00003
70300	13723	98400	00720
25378	14684		

Inland Meteorological telegrams may contain X, oblique bar (/) and hyphen or dash (—) used in groups of figures composing the text and each of these should be counted as a figure.

#### *Special Weather and Storm Signal messages.*

190. When authorised by a special message from the Director-General of Observatories, Poona or the Meteorologists, Calcutta, Delhi, Karachi and any Meteorological Observer may send, without prepayment, Express state messages (classed XXW) if addressed to any of the following :—

Weather	.	.	.	.	.	.	Poona.
Weather	.	.	.	.	.	.	Calcutta.
Weather	.	.	.	.	.	.	Delhi.
Meteorologist	.	.	.	.	.	.	Karachi.

Such messages must be given precedence over all other Express-messages except "Immediate" (classed 000) and Immediate Railway Service messages (classed XXR).

These messages, as well as those sent by any of the above officers calling for Special Weather messages, or ordering the hoisting of the Storm Signals, and communicating Weather reports to ports, to aviators or to any other officers in connection with aviation forecasts, will be distinguished by the word Storm written by the sender in the space provided on the form and signalled in the Service Instructions. Their precedence in transmission extends to all offices. As their ob-

ject is to warn aviators and shipping of approaching cyclones, transmission must be expedited as much as possible. The addresses of Special Weather messages issued by the Meteorological Offices, Poona, Calcutta, Delhi and Karachi, are usually codified. Such messages, when issued by the Meteorological Offices at Poona, Calcutta, Delhi, Karachi and Rangoon, will be addressed to a Code word, or words, followed by the names of the offices to which the messages are to be transmitted. The messages on reaching their several destinations should be delivered to the persons mentioned in the list given in Appendix 3.

Whenever an XXW (Special Weather) message is announced, the Telegraphist at the instrument must at once inform the senior Telegraph official present; the latter must then take special measures for the prompt retransmission or delivery of the message and, after disposal, place his *full signature* across a spare part of the message form.

In Weather messages, if the office of destination is in Ceylon, the address need only be signalled when the message is intended for any other addressee but "Weather".

The offices named below may be kept open beyond their usual working hours for the acceptance and despatch of Special Weather telegrams by the Director-General of Observatories, Poona, and the Meteorologists, Calcutta, Delhi and Karachi. Special fees will be paid to the telegraphists by the Meteorological Department in such cases (see para. 73).

(a) *By the Director-General of Observatories, Poona.*

Name of Office.	Transit Office required to be specially kept open.	Name of Office.	Transit Office required to be specially kept open.
Ahmedabad . . .	..	Kumta . . .	Belgaum, and Karwar (Kanara.)
Alibag . . .	..	Malvan . . .	Belgaum.
Alleppey . . .	Calicut . . .	Mangalore . . .	Calicut.
Bangalore . . .	..	Manora . . .	..
Bhavnagar . . .	Ahmedabad . .	Mormugao . . .	Belgaum and Nova Goa.
Bhuj . . .	Ahmedabad . .	Murud Janjira . .	..
Bombay Colaba . .	..	Negapatam . . .	..
Calicut . . .	..	Nova Goa . . .	Belgaum.
Cochin . . .	..	Pamban . . .	Madura.
Cuddalore . . .	Pondicherry . .	Porbandar . . .	Rajkot.
Cutch Mandvi . .	Ahmedabad . .	Rajkot . . .	Ahmedabad.
Dwarka . . .	Rajkot . . .	Ratnagiri . . .	Belgaum.
Harnai, Ratnagiri .	Belgaum and Chip-lun.	Simla (during winter) Simla weather.	..
Honavar . . .	Belgaum and Karwar (Kanara).	Surat . . .	..
Jafarabad (Kathiawar) Ahmedabad.	Bhavnagar . .	Tellicherry . . .	Calicut.
Jamnagar . . .	Rajkot . . .	Trivandrum . . .	Tuticorin.
Junaged . . .	Rajkot . . .	Vengurla . . .	Belgaum.
Karwar . . .	Belgaum . . .	Veraval . . .	Rajkot.

(b) *By the Meteorologist, Calcutta, or the Director-General of Observatories, Poona.*

Name of Office.	Transit Office required to be specially kept open.	Name of Office.	Transit Office required to be specially kept open.
Adra . . . . .	..	Morrellganj . . . . .	..
Arrah . . . . .	Patna . . . . .	Nakhal . . . . .	Chittagong.
Chandbali . . . . .	Cuttack . . . . .	Paksey . . . . .	Nator.
Calcutta Radio . . . . .	..		
Cox's Bazar . . . . .	Chittagong . . . . .	Sandheads . . . . .	Calcutta Radio.
Madras Royapuram . . . . .	..		

*Flood Warning messages.*

191. The Meteorological Offices at Poona and Calcutta also issue Flood Warnings to a large number of officials whose names are given in Appendix 3. These messages will be accepted without prepayment and will bear one of the code words mentioned in that Appendix. The messages will be treated as multiple by the Poona or Calcutta offices according to the special instructions issued to them. The offices of destination must arrange for prompt delivery to the addressees. Thus, if a message be addressed :—

*Office of Origin* . . . . . Poona ;  
*To* . . . . . Floods, Quetta, Sibi, Fort Sandeman, Mastung,  
 Nushki ;  
*From* . . . . . Weather, India ;

the Poona Office will prepare the multiple slip (Form T. I. 104) and transmit the message to Bombay for onward transmission to the offices named. The Quetta Office, on receipt of this message, would make four copies and deliver them to the four officials named in the list under *Floods*, the other offices each delivering one copy to the local officials mentioned. Should it be necessary, to redirect any of these messages to another office, the full address of the official should be inserted instead of the code word.

*Special canal messages.*

192. The Irrigation Department in the Punjab and North-West Frontier Province will, in cases of emergency, send *Express* messages from Canal Offices over the wires of the Government Telegraph system. These messages should be classed *Express* and have the words "*Special Canal*" signalled free in the Service Instructions. They

must be accepted and transmitted along the Government wires at any time. If any office is closed, late fees should be claimed according to rules in the *Message Revenue Account Code*.

*Special police messages.*

193. Certain State messages from Police officials mentioned in Appendix 16 take precedence of all telegrams, except (1) Immediate, (2) Immediate Railway Service, (3) Storm Signal, and (4) Foreign State telegrams. To enable the Telegraph Department to distinguish the messages in question and deal with them properly, the senders will mark them "*Special Police*". The messages should be charged for at double the rates for Express telegrams (Indian Telegraph Rules 78—81), and will be paid for in cash or in Service Postage stamps or by impressions of a licensed franking machine. Such telegrams will be treated as in Group V of the list in para. 92 and be signalled under the Class Prefix "SP". The words "*Special Police*" should be signalled free in the Service Instructions.

The Rural Police in Bengal and Police officials, village Zaildars; and Lambardars in the Dera Ismail Khan District are the only officials allowed to send "*Special Police*" messages without prepayment. The drafts of these messages should, after transmission, be sent by the Telegraph Office to the Superintendent of Police of the District concerned in case of Bengal and to the Deputy Commissioner in case of Dera Ismail Khan who will at once stamp them with Service stamps of the required amount and return them in a registered cover within 48 hours. It is not open to a Superintendent of Police or the Deputy Commissioner to refuse to affix stamps to a message, but if that officer considers that the message should be questioned, he is required to write at once to the Telegraph Office saying that the message has been stamped, but that it has been detained for purposes of enquiry, after completion of which the message will be returned to the Telegraph Office. On some railway telegraph systems, the recovery of the cost is made by the audit office of the Railway from the Superintendent of Police concerned. It should be particularly noted that "*Special Police*" telegrams can only be accepted *without prepayment* to the extent indicated above, in all other cases the telegrams should be paid for in cash or Service stamps at the time they are handed in for despatch or within 24 hours (*see* Indian Telegraph Rule 47).

CONCESSIONAL TELEGRAMS.

*Kalat State messages.*

194. Messages in English from the Khan of Kalat, on political and administrative matters, are accepted free at Government and Railway Offices within Baluchistan, if addressed—

- (1) to the Political Officers of the British Government in Baluchistan,

- (2) to the Khan's Naibs or Deputies in Baluchistan,
- (3) to the Naib of Southern Karachi (who usually resides at Jacobabad),
- (4) to the British Political Officer residing at Jacobabad.

Messages to the Khan, either from his own officials or from British officers, must be charged for at the usual rates, except that, during the absence of the *Khan* of Kalat from that place, the *Governor* of Kalat is authorised to telegraph free to the Khan in English on political and administrative matters.

Messages sent free under the above rules should bear the endorsement *Kalat Concession*.

#### *Kashmir State messages.*

195. His Highness the Maharaja for the time being of the State of Jammu and Kashmir, His Highness' sons and brothers who have attained the age of majority (18 years), and they alone shall have the right of sending messages, State or private, free of charge over the Indian Telegraph system from any Telegraph office to any other, both in and out of Jammu and Kashmir State territories. This power cannot be delegated.

Certain officials of the Kashmir State have the privilege of telegraphing free of charge on the service of the Kashmir State from Kohala or from any Government telegraph office within the limits of the Kashmir and Jammu State (including Poonch) to any Government telegraph office within the same limits and *vice versa*; provided that, if a telegram is to be sent to a Kashmir State telegraph office from a place where both a Government and a State telegraph office exist, the message should not be booked at the Government telegraph office unless communication by the wires of the Kashmir State telegraph system is interrupted. If communication by the wires of the Kashmir State Telegraph System is interrupted, messages may be diverted to the wires of the Government Telegraph system until communication is restored. All such messages sent free for the Kashmir State should bear the signature of the authorised official himself.

All messages sent free for the Kashmir State should bear the endorsement *Kashmir Concession*.

#### *French Government messages.*

196. Messages on the service of the French Government at Pondicherry may be accepted for transmission free of charge in accordance with the rules sanctioned in Government of India, Public Works Department, No. 32-T., dated 4th February 1887 :—

(1) Urgent and important messages on the service of the French Government will be received and transmitted, free of charge, to any place in India, on the authority of His Excellency the Governor of the French Settlements in India.

(2) Urgent and important Foreign messages on the service of the French Government will, on the same authority, be transmitted free to the Frontier Telegraph Office of British India, the Indian share at the rate of two annas per word being deducted from the Foreign rate as notified in the *Post and Telegraph Guide*.

(3) Urgent and important Service messages, addressed to the French Government of Pondicherry by its duly accredited agents authorised to claim the privilege, will also be transmitted free of charge, from any Telegraph Office in British India (whether such office belongs to the Government of India, or be a Licensed Telegraph Office), provided that the names or official designations of any such agents, who may be residing in British India, be notified by His Excellency the Governor of French Settlements in India to the Government of Fort St. George for communication to the Director-General of Posts and Telegraphs in India.

The following officials are authorised to claim the privilege referred to above, *viz.* :—

- (1) Consul General of France, Calcutta.
- (2) Consul of France, Bombay.
- (3) Vice-Consul of France, Madras.
- (4) Consular Agent of France, Cocanada.

(4) Messages from His Excellency the Governor of French Settlements in India to His Excellency the Viceroy, or to His Excellency the Governor of Madras, are also sent free over the Indian Government Telegraph lines.

(5) These messages must be classed *State* and the sender should be asked to add his official designation to his signature. No list of French agents resident in British territory to whom the rules are applicable has yet been intimated, but such notification is not necessary in the case of Governors or other authorised agents of the French Government at its dependencies of Chandernagore, Karikal, Mahé and Yanam.

(6) All messages sent free for the French Government should bear the endorsement *French Concession*.

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**CHAPTER IV.****RAJ TELEGRAMS.**

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

**52. DEFINITION.**—A Raj telegram is an inland telegram sent by an official of an Indian State on the business of that State.

**53. PAYMENT.**—Raj telegrams shall have the special instruction Raj inserted by the sender and shall be paid for, at the rates fixed for private telegrams, in service stamps of the Government of India, in cash, or on the deposit account system (Rule 86).

**54. ABBREVIATED ADDRESSES.**—The conditions for the registration of abbreviated addresses laid down in Rule 38 shall not save in respect of the charging of fees apply to the abbreviated addresses of Indian State officials. Such addresses may, on application being made by the Indian State official through the Chief Political Officer of the State to the Director-General, be registered at the charge prescribed in clause (xi) of Rule 38 and without any restriction as to the number of words used.

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**CHAPTER V.**
**SERVICE TELEGRAMS.**

NOTE —The rules in antique type are Indian Telegraph Rules of 1932.

*Departmental services.***Service Telegrams and Service Advices.****55. "SERVICE TELEGRAM" means—**

- (a) a telegram sent free on the service of the Government Department of Posts and Telegraphs, or
- (b) a telegram sent free on the service of certain foreign Governments notified by the Government of India.

**56. "SERVICE ADVICE" means a telegraphic communication between one telegraph office and another in respect of a telegram already transmitted or in course of transmission between such offices.**

**197. Service messages may be either—**

- (a) Traffic messages exchanged between offices relating to current traffic;
- (b) Administrative messages relating to postal or telegraph business;
- (c) Messages on Railway Service which are to be transmitted entirely on Railway wires except as provided in para. 219;
- (d) Paid Service Advices (*see* Indian Telegraph Rules 57 and 59);
- (e) Messages on the service of the Gwahor State Post Office.

Form S. M., printed on white paper and bound in books (in case of Licensed Offices form L. T. 4), should be used for Sent, Transit and Received Service messages under (a), (b) and (c), but if this form is not available, Form B should be used. Paid Service Advices (d) should be prepared on Form A, being *paid* traffic.

**198. Service messages relating to Telegraph matters (whether from Departmental, Combined or Railway offices) are divided into four classes :—**

- (a) *Class Prefix "T".*—Such messages will take precedence of all traffic, except Clear Line, Clear Line Telegraph Service, Clear Line Railway Service, Emergent Railway Service, Emergent Canal Service, Storm Signal, Foreign State, Special Police Telegrams (para. 193) and Emergent Telegraph and Postal Service messages (*see* Table of Precedence, para. 92).

On Sundays and Telegraph holidays, such as Christmas Day, New Year's Day, Good Friday and the King's Birthday, these messages will be accepted and transmitted during the working hours of offices.

(b) *Class Prefix "XT"*.—This prefix should only be used in Service messages relating to (i) interruptions, (ii) the steps taken to restore communication, and (iii) messages of extreme urgency which are required to be transmitted during the *closed* hours of offices. These emergent messages will take precedence of Service messages classed "T". In the case of (iii), a certificate of the extreme urgency of the message must be recorded on it by the sender who will be responsible that there was sufficient justification for taking the very unusual step of sending the message during closed hours. This certificate will not be required from the Director-General of Posts and Telegraphs, or from the Accountant-General of Posts and Telegraphs or from their offices, nor in cases of replies to messages classed XT.

(c) *Class Prefix "S"*.—This prefix should be used in Service messages relating to the working of circuits, such as duplexing, simplexing, opening Baudot or Wheatstone and reverting to Morse, opening or closing of outlets, diversion of traffic, equalising delays, disputed local numbers, or calls for Telegraph Master. Such messages will take precedence and be dealt with on Sundays and other Telegraph holidays as Service messages classed "T" referred to in (a) above (*see* Table of Precedence, para. 92).

(d) *Class Prefix "XXT"*.—This prefix should only be used in Service messages issued in connection with Immediate messages. Such messages will take precedence with Immediate Railway Service messages and be signalled under the warning signal 000 followed by C. T. M. Signal with the word 'Immediate' as a Service Instruction before the address (*see* Table of Precedence, para. 92).

**199.** Service messages relating to Postal matters (whether from Departmental, Combined or Railway offices) are divided into *three* classes :—

(a) *Class Prefix "P"*.—Such messages will take their turn for transmission with Ordinary classed messages (State or Private). On Sundays and Telegraph holidays, such as Christmas Day, New Year's Day, Good Friday and the King's Birthday, these messages will not be accepted.

- (b) *Class Prefix "XP"*.—The Class Prefix "XP" will be marked on Postal Service messages only when they relate to matters of real urgency, or in Service messages which are required to be transmitted during the working hours of Telegraph Offices on Sundays and Telegraph holidays, such as Christmas Day, New Year's Day, Good Friday and the King's Birthday. These messages will take their turn with Express classed messages (State or Private).
- (c) *Class Prefix "XXP"*.—The Class Prefix "XXP" will be marked only on such Postal Service messages of extreme urgency that are required to be transmitted during the hours at which the Telegraph office is closed. These emergent messages will take their turn with Telegraph Service messages classed "XT". The privilege of sending XXP messages can only be exercised by the Director-General of Posts and Telegraphs, the Accountant-General of Posts and Telegraphs and their offices, Heads of Circles, Superintendent, Foreign Mails Division, Bombay Superintendents of post offices and Railway Mail Service, and Audit Offices and in the absence of these officers from headquarters, by the next senior officers. Officers sending an XXP message may authorise an XXP reply but no XXP reply shall be accepted in the absence of such authority. When the class "XXP" is used by Superintendents of post offices and Railway Mail Service, a certificate as to the extreme urgency of the message must be recorded on it by them who will be responsible that there was sufficient justification for taking the very unusual step of sending the message during closed hours.

**200.** Foreign Postal Service messages addressed to Burma, Ceylon, Abadan, Ahwaz, Bahrein, Bunder Abbas, Bushire, Charbar, Fao, Gwadar, Henjam, Jask, Las Bela, Lingah, Mohammerah, Muscat, Ormara, Panjgur, Pasni and Persia should be classed T, and transmitted with Telegraph Service messages (*see* para. 198).

**201.** Administrative messages relating to postal or telegraph business should, as a rule, be carried entirely by Government wires. Railway or Canal wires should not be used for these messages, except when this is unavoidable.

**202.** Code names are allotted to all Departmental and certain large combined offices, by the Director-General of Posts and Telegraphs, on the recommendation of the Postmaster-General concerned. If these are used in Service messages they should be written in block capitals, thus:—CA, MS, BY, DIC, Code names should not be used in Service messages addressed to a Railway or Canal telegraph office or which may have to transit such an office. Code names of offices should never be used in Service telegrams to Ceylon or to any foreign country.

203. The Warning Signal "C" for Carbonic is not necessary in the case of Traffic messages mentioned in para. 49, as such messages are not required in duplicate. Administrative messages [para. 197(b)] for delivery to officials outside the Telegraph Office, such as D. G. T., C. S., Tels., P. M. G., etc., should be taken down in duplicate and in this case the letter "C" for Carbonic is necessary and must be signalled.

204. The date must not be signalled in Service messages except when they cannot reach their destination on the same day as they are tendered and in such cases the offices in which Service messages are delayed beyond midnight must insert the date. When a Service message is tendered by a telegraph or postal official for despatch, it must simply be date-stamped by the Counter Clerk and given a Code Time on both copies, the top copy will be retained by the Telegraph Office and the under copy returned to the sender. Service messages must not be numbered, neither should the number of words be counted.

205. Except as laid down in para. 282, service messages which relate to A or C messages must be attached to the messages to which they refer, even though they may not be of the same date. Service messages referring to B messages should only be attached to the original Transit message when they are addressed to the Transit office or have been dealt with by that office. All other Service messages (Telegraph or Post Office) should be bundled according to Code Time in their respective classes (A, B or C) and retained in Telegraph offices for a period of three months following the month to which they belong, and then destroyed. Postal, Telegraph and Railway Service messages should be kept separately bundled.

All complaints and enquiries regarding irregularities in Service messages should be made direct to the Signal Offices concerned, and returned, if necessary, through the Postmasters-General in order to admit of the matter being enquired into during the period of preservation.

Service messages calling for corrections, etc., should ordinarily be addressed to the office at which the message referred to originated. A transit office only deals with service messages in the following circumstances :—

- (a) when the reference has been made to it,
- (b) when the offices beyond are closed,
- (c) when it is a Transfer office,
- (d) when several reminders have been sent to Service messages which have passed through the office.

In the above cases endeavours should be made to dispose of the reference if possible.

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NOTE.—Service telegrams altering the number of chargeable words in telegrams to and from Ceylon should be addressed to the Madras office,

206. Members of the department must always bear in mind the fact that the privilege, which they have of using the telegraph wires free of cost in matters relating to the telegraph service, demands from them the exercise of every possible precaution that this privilege is not abused. Some members of the department are apt to word a telegram more or less as they would a letter, forgetting that every unnecessary word means delay to telegrams tendered by the public. Service telegrams must be expressed in the fewest words possible. A great saving in the use of wires can be secured by sending letters where telegrams are not really necessary.

Heads of offices must scrutinise all Service messages daily and forward those which appear unnecessary to the Postmaster-General (or, in case of Licensed offices, to the Divisional or District Officer concerned).

In the case of departmental offices, if their own offices are in fault, they should take action themselves.

If the Postmaster-General finds a Service message was not necessary, *i.e.*, if a letter would have practically answered the same purpose the officer sending the message or on account of whose fault it had to be sent may be called upon to pay the cost of the message in addition to any other penalty which may be imposed; and if it is found not to concern the State, but of a private nature, *e.g.*, dealing with matters relating to leave, pay, transfer, allowances, subscriptions, securing accommodation, etc., disciplinary action should be taken against the sender. If a telegram is found to be unnecessarily verbose or if it has been classed XT instead of T without good reason, the portion of the cost of the telegram represented by the unnecessary words or by the classification should be recovered. The Postmasters-General should scrutinise closely all Service telegrams received in their offices and take vigorous and unremitting action as indicated above to stop any abuse of the wires. A copy of these rules should be hung up in a conspicuous place in every office and Inspecting Officers are required to see that the instructions contained therein are complied with and to examine all Service messages in all offices as frequently as possible.

When the cost of an unnecessary Service message or of a Service message of a private nature placed *in fault*, is recovered, a copy of the message in question should be sent to the Check Office through the Postmaster-General or Director, Telegraph Engineering, concerned with stamps of the required value attached to it and defaced with the office name and date-stamp.

All A, B and C (Sent, Received and Transit) Service messages of one day in every month of Departmental Telegraph offices only should be scrutinised as under :—

- (a) A, B and C Service Messages relating to telegraph traffic or postal matters or administrative matter issued by the Engineering Branch by the Circle Office on receipt from its Departmental Telegraph Offices.

- (b) A, B and C Service messages relating to Engineering or technical matters, *i.e.*, relating to interruptions, etc., by the Divisional Engineer, Telegraphs on receipt from the Departmental Telegraph Offices within the limits of his Division.

Postmasters-General should issue supplementary instructions to the Departmental telegraph offices in their Circles regarding the procedure to be followed in the submission of A, B and C Service messages for scrutiny and fix the date for each month's scrutiny. The date should not be intimated in advance.

The drafts of Service messages relating to the Engineering Branch (including the Technical Section) should be forwarded by telegraph officers to the Divisional Engineer, Telegraphs, concerned for scrutiny and this officer will submit the results of his scrutiny to the Director of Telegraph Engineering.

207. Traffic messages should only be sent in the name of the office and this will indicate that the message is to or from the officer in charge of the Telegraph Office at the place. In offices, where officials of higher rank than telegraph masters are employed, such service telegrams may be addressed to D. S., A. S. or S. as the case may be when it is considered necessary to refer to any of these officials against a decision of an official of the next lower rank.

All telegrams shown as coming from S. relating to the disposal of current traffic must be signed by the Superintendent-in-Charge personally. Only in the absence of the Superintendent-in-Charge from the office premises may such telegrams be signed by the next senior officer present. This ruling does not refer to the daily traffic reports or to telegrams sent in accordance with para. 40.

The word "Post" should not be entered in a *Postal* Service message as the designation of the postmaster, by, or to, whom it is issued. The Class Prefix P, or XP or XXP (*see* para. 199), without any designation of the sender or addressee, will indicate that the message is on *Postal* Service, and sent by, or to, a postmaster. But this designation should be inserted in a *Telegraph* Service message classed T or XT (*see* para. 198) intended for the postmaster of a Combined office at a place where there is also a Departmental telegraph office.

208. Complimentary phrases of all kinds must be omitted in Service messages with the exception of the abbreviation "Pl." for "Please" which may be used in administrative telegrams only [*see* clause (b) of para. 197]. They must be written as far as possible in the abbreviations given in the *Code Book*, but in messages to other than postal or telegraph officials the words abbreviated must be written in full before delivery.

209. Administrative messages should be referred to in other Service messages as follows:—

- (1) If of previous date, by Code Time and date.
- (2) If of the same date, by Code Time only.

210. Except as provided in the next paragraph, traffic messages when referring to messages should quote (1) Code Time, (2) Date (if of previous date only), and (3) Addressee's name. In reply to such Services the original message under reference should invariably be quoted.

If a Service message is sent to another office, which necessitates the production of a particular B message, such Service message must furnish the office of origin, Code Time, name of addressee and office of destination so as to facilitate search.

When it is necessary to redirect a Service message from one office to another, the name of the former must be struck out and the name of the latter inserted as *office of destination*. The words *Rdtd. from* \_\_\_\_\_ (Name of redirecting office) should be inserted after the office of origin.

211. The offices at Agra, Ahmedabad, Bankipore, Bombay, Calcutta, Cawnpore, Delhi, Karachi, Lahore, Lucknow, Madras, Nagpur and Simla and any other large departmental offices selected by the Postmaster-General concerned will, however, maintain a daily serial number in Form T. I. 105 for all services *sent* in connection with current traffic, and also for replies to services received from offices not named above. The serial number will be written in words and will form the first word of the text of the service and will be referred to as "Your (No.)" or "My (No.)", as the case may be, in all subsequent services exchanged, and there is no necessity to repeat the code time and address or to add the particulars of receipt of the service telegram to which a reference is made.

NOTE.—When an intermediate office is required to furnish any references, the code time of the original service message should be quoted in addition to its serial number.

In the offices named above all service telegrams relating to current traffic should be prepared at the Desk where a "Tick-off" slip will be kept up, which will show the "*station to*", or, in the case of services received from offices not mentioned, the "*station from*", against each serial. When reminders are issued, the original service should be repeated, followed by the words "second call", "third call", etc. The number and date of the message to which a service call relates followed by the letters *A*, *B* or *C* (i.e., *Sent*, *Transit* or *Received*) should be entered against the serial number of the service in the "tick-off" slip in addition to the name of the "*Station to*" or "*Station from*" thus: 357/10A, 357/10B or 357/10C, as the case may be. The serial number allotted to the first service must be carried through all the services relating to the same case until it is finally disposed of. Any fresh enquiry relating to a message, in connection with which a previous case had already been finally disposed of; or to a case, finally disposed of with one office and then taken up with another office, should be given a fresh serial number. *For example* :—Suppose serial No. 8 is allotted to the first service call from Calcutta to Madras on the 2nd, relating,

say, to incorrect office of origin, and, after this case has been finally closed, a fresh enquiry has to be made between the same two offices on the 4th, regarding some other irregularity in the same message; or, that either Calcutta or Madras finds it necessary to wire the corrections obtained under serial No. 8 to another office, then, in either case, a fresh serial No. should be allotted, and, in the latter case, the new serial number should be noted against serial No. 8 in the "tick-off" slip. All undisposed of cases, even when they run into a second or third day, should be retained at the desk. They should only be removed when they are finally disposed of.

The offices named should allot serial numbers to services originating with them although they may be addressed to offices not named. The office addressed will invariably quote serial number in reply.

The offices not named will not allot serial numbers to services originating with them, but if the replies are issued by offices named in the list, the serial numbers quoted in them will be repeated in all subsequent services.

The frontier offices at Bombay, Karachi and Madras will allot serial numbers to all services relating to current traffic emanating at the respective cable offices just as if they originated with them. The frontier offices will take care that the serial numbers are struck out from the replies to these services before they are handed over to the cable offices.

The date should always be quoted in a service relating to a serial number of the previous day.

It should be distinctly understood that original service telegrams must supply local reference, etc., and that it is the replies to such services that the procedure in this paragraph is intended to reduce and curtail as much as possible.

**212.** In the case of a Postmaster-General or Director of Telegraphs being out of his Circle, the redirecting office should redirect his telegrams as follows :—

P. M. G. (or Tels.)—————(Name of Circle) at  
 —————(*new station of destination*).

For example "P. M. G., Bengal at AD", "P. M. G., Bombay at CA", "Tels., Madras at BG".

Telegrams addressed D. G., D. G. E., D. G. T., P. M. G., or Tels., should in all cases be transmitted to the office of destination as given by the sender and no copies should be transmitted to other offices or any re-direction effected without specific orders.



**213** Conversation on the wires between Telegraph officials is prohibited. All communications should be made by brief Service messages. The following is an example :—

<i>Class Prefix</i>	.	.	.	.	.	.	.	.	XT.
<i>Code Time</i>	.	.	.	.	.	.	.	.	KH.
<i>To</i>	.	.	.	.	.	.	.	.	PT.
<i>Text</i>	.	.	.	.	.	.	.	.	X 4 and 6.
<i>From</i>	.	.	.	.	.	.	.	.	CA.

*Reply.*

<i>Class Prefix</i>	.	.	.	.	.	.	.	.	XT.
<i>Code Time</i>	.	.	.	.	.	.	.	.	KI.
<i>To</i>	.	.	.	.	.	.	.	.	CA.
<i>Text</i>	.	.	.	.	.	.	.	.	4 and Xd.
<i>From</i>	.	.	.	.	.	.	.	.	PT.

When it is absolutely necessary to require the Telegraph Master at the distant office to attend the instrument and exchange references personally, a short Service message should be sent as shown below :—

<i>Class Prefix.</i>	.	.	.	.	.	.	.	.	T.
<i>Code Time</i>	.	.	.	.	.	.	.	.	PD.
<i>To</i>	.	.	.	.	.	.	.	.	AG.
<i>Text</i>	.	.	.	.	.	.	.	.	Attend.
<i>From</i>	.	.	.	.	.	.	.	.	BY.

These instructions do not refer to test orders such as Loop, Nsn, Cdn, etc., given during the execution of tests and after the lines are put on the testing board. The issue of Service messages relating to tests is prohibited except in cases where previous requests are unattended to or when the attention of the office required to give tests cannot otherwise be gained.

These orders will not apply to the Central Telegraph Offices at Agra and New Delhi where separate test rooms exist.

Service messages relating to the working of a repeater should, whenever possible, be exchanged direct between the terminal and repeater stations, or *vice versa*, instead of through the normal route.

When difficulties are experienced in working on any circuit, the office at which the difficulty is experienced must report the fact as briefly as possible, but must not express any direct charge against any other office, such as "In-attention—", "—unable adjust". "Keyboard defect—", etc. The office in which the fault appears to be will then, if possible, explain the cause by Service message, if it is necessary to do this to facilitate the actual disposal of traffic.

The use of the wires is strictly prohibited for the sending of explanatory or retaliatory Service messages or for carrying on disputes when it is not necessary for the actual disposal of traffic. When a

Service message is received pointing out a fault or negligence or wilful obstruction of work, etc., the Supervisor on duty in the office receiving the complaint should briefly note on the complaint—

(1) the name of the telegraphist at the instrument,

(2) whether he is to blame or not,

(3) the action taken,

and then send the complaint in the usual way to the Head of the office for disposal.

Messages relating to telegraph traffic issued by telegram from offices of the Indian Posts and Telegraphs Department and the licensed systems are transmitted without charge to or from all Kashmir State telegraph offices. Similarly, messages relating to telegraph traffic issued by telegram from Kashmir State telegraph offices are transmitted free to and from all telegraph offices of the Indian Posts and Telegraphs Department or the licensed systems.

214. The Director-General of Posts, Tehran, and the Inspector-General of Posts, South Persia, Bushire, are authorised to send free Service telegrams to (1) Director-General of Posts and Telegraphs, India (2) Postmaster-General, Bombay, and (3) Director, Posts and Telegraphs, Sind and Baluchistan, Karachi.

215. Reports of arrival of English Mail steamers at Bombay are sent as news-free and are classed XP. They should not be classed XXP except under the conditions mentioned in para. 199. Messages classed XXP unnecessarily should be faulted (para. 117).

When the English Mail is signalled at Bombay, the Bombay Central Telegraph Office will send a Service message classed "XP" (the message being originally framed and tendered by the Superintendent, Railway Mail Service, F. M. Division, Bombay) to the post offices and officers mentioned in Appendix 20. In every such message the first word in the text indicates the train or steamer by which mails will be despatched from Bombay. The message will run as follows :—

<i>Class Prefix</i> . . . . .	XP.
<i>Code Time</i> (at which the message is handed in) . . . .	DB.
<i>To</i> (All offices on) . . . . .	Route B.
<i>Text</i> (Code word indicating the train or steamer by which will be sent and the day of starting of the train or steamer) .	BOPU Friday.
<i>Office of Origin</i> . . . . .	BY.

The message will mean :—

Letter and paper mail for the Punjab and Agra Division despatched by 19-Down train on Friday on B., B. and C. I. Railway.

The code word should be selected from the following list :—

	Name of Train or Steamer.	Code word.
Bombay-Howrah Special	. . . . .	Boca.*
Bombay-Madras Special	. . . . .	Boms.*
Bombay-Karachi Steamer	. . . . .	Boki.
B., B. & C. I. Frontier Mail or Delhi Express or Boat Mail	. . . . .	Bora.
Do. Delhi Express	. . . . .	Bopu.*
Do. Up Frontier Mail	. . . . .	Debo.*
Do. Local	. . . . .	Bacl.
Do. Mail	. . . . .	
Do. Passenger	. . . . .	Bacifomail.*

NOTE.—Mails for offices on Route D sent by Frontier Mail

Boat Train . . . . . BACIBTMAIL.

Howrah-Bombay Special . . . . . Cabo.

Madras-Bombay Mail . . . . . Mabo.\*

Bombay-Madras Mail Express . . . . . Bomb.\*

Poona Mail or Passenger . . . . . Boma.\*

Inwards Foreign Mails for offices under Route A (a) commence to be discharged at Bombay (Ballard Pier) at H.

M. . . . . Fomail.

NOTE.—The code words marked\* are also used in conjunction with the code time in all messages intimating the late running of the trains carrying foreign-mails (inward or outward).

On occasions when the train or steamer does not leave Bombay on Friday, the day of the week will be mentioned after the code words. Such messages will be signalled in the manner indicated above except that the text will consist of 2 words, thus : "BOPU Saturday".

Messages in respect of the late running of trains carrying mails will be issued by head sorters in charge of mails and will be framed to show *first* the code time and *then* the code word for the train. For example, if the Bombay-Punjab Special is running 3 hours 20 minutes late the message will be framed as "CD BOPU".

216. If it is necessary to inform one or more officers, that a Service message has been sent to another officer at another place, the message should be treated as a Multiple message (*see* para. 313, etc.) by inserting the names of the addressees and offices to which it is to be signalled in the Address and the particulars as to whom addressed and to whom copies have been furnished at the end of the text. Offices *en route* will strike out the name of the addressee and the office of destination in the Address as each copy is disposed of, but will signal the text in full throughout. This practice, however, of repeating the addresses at the end of Multiple Service messages, in order to inform each officer addressed that the others have been given a copy of the message, should not be resorted to ordinarily as it tends to lengthen the messages unduly.

Multiple Service messages should not contain more than ten addresses.

When Service messages addressed to several offices of destination are tendered at offices marginally noted by either a telegraph or postal official, the sender must prepare a separate copy for each addressee. The Circulating Clerk at Telegraph Offices accepting such messages should decide what copies are necessary for the different circuits. If two or more copies of these messages are to be signalled over the same circuit, he should insert all the addresses for that circuit on one copy and destroy the others. Care must be taken that all copies of such telegrams reach the circulation table together.

217. Circular Service messages may be of the following descriptions :—

- |   | <i>Address.</i>       |
|---|-----------------------|
| (1) All offices . . . . .   | AO.                   |
| (2) All Government offices, (i.e., Departmental and Combined) . . . . . | AGO.                  |
| (3) All large offices ( <i>vide</i> list below) . . . . .               | ALO.                  |
| (4) All Postmasters-General . . . . .                                   | All P. M. G.          |
| (5) All Head Postmasters . . . . .                                      | ALO (All Head Posts)~ |

The large offices to which Circular Service messages addressed ALO should be supplied are as follows :—

Agra.	Karachi.
Ahmedabad.	Lahore.
Ajmer.	Lucknow.
Akola.	Madras.
Allahabad.	Madura.
Ambala.	Mangalore.
Amritsar.	Mussoorie.
Bangalore.	Muzaffarpur.
Bannu.	Mymensingh.
Bareilly.	Nagpur.
Barisal.	Naini Tal.
Belgaum.	Negapatam.
Bellary.	New Delhi.
Benares.	Nova Goa.
Bezwada.	Ootacamund.
Bhavnagar.	Patna.
Bhusaval.	Peshawar.
Bombay.	Pondicherry
Calcutta.	Poona.
Calicut (Malabar).	Quetta.
Cawnpore.	Rajkot.
Chittagong.	Rawalpindi.
Cocanada.	Saidpur.
Cochin.	Secunderabad.
Cuttack.	Shillong.
Dacca.	Sholapur.
Darjeeling.	Silchar.
Delhi.	Simla.
Dera Ismail Khan.	Srinagar (Kashmir.)
Dibrugarh.	Surat.
Gauhati.	Trichinopoly.
Hyderabad (Deccan.)	Tuticori.
Indore.	Vizagapatam.
Jubbulpore.	

If the contents of a Circular Service message addressed ALO are required to be communicated by post to all other offices, the word "PROPOST" will be inserted as the first word in the text of the message. Telegraph offices will have no concern with this word which is only for the guidance of the Heads of Circles.

Copies of ALO messages containing the word "Propost" should also be furnished by the Head of the Circle to the Traffic Manager or Superintendent of any Licensed Telegraph System which may have its headquarters in the Circle. (See Appendix 24.)

Circular Service messages addressed "ALO All Head Posts", specifying a date for the adoption of a particular schedule of conversion of Foreign Sterling money order and British Postal Orders into Indian currency should be delivered by the telegraph office concerned (either Departmental or combined) to the Head Postmaster of the place.

The following is an example of the circular message addressed "ALO All Head Posts" :—

*Class prefix* — P or XP.

*Code time* — PD.

— ALO All Head Posts.

*Text* — From fifth July adopt conversion rate two shillings per rupee Schedule number one for issue sterling money orders and British Postal Orders and payment British Orders sold in India or elsewhere on or after same date.

From Director-General, New Delhi.

The Postmasters-General will issue necessary instructions to the large telegraph offices in their circles as to how these circular messages should be distributed to admit of each Head Post Office getting a copy of the message.

An example of the order in which these Circular Service messages must be signalled is given below :—

<i>Class Prefix</i>	.	.	.	.	.	.	.	T.
<i>Code Time</i>	.	.	.	.	.	.	.	PD.
<i>To</i>	.	.	.	.	.	.	.	All P. M. G.
<i>(Signal of separation)</i>	.	.	.	.	.	.	.	..
<i>(Text)</i>	.	.	.	.	.	.	.	(As written.)
<i>(Signal of separation)</i>	.	.	.	.	.	.	.	..
<i>From</i>	.	.	.	.	.	.	.	D. G. T. S. M.
<i>(End of message)</i>	.	.	.	.	.	.	.	..

The New Delhi Telegraph Office should furnish the Director-General of Posts and Telegraphs, Traffic Branch, with copies of all circular service telegrams from the International Telegraph Bureau, Berne, as

well as those addressed AO, ALO, AGO, All Tels., All P. Ms. G. or ALO (All Head Posts) whether the latter emanate from the Director-General of Posts and Telegraphs or not.

218. A Postmaster-General or Director, Telegraph Engineering, may authorise any office within the Circle to accept Telegraph Service messages from Railway or other officials relating exclusively to the business of the Department of Posts and Telegraphs. Divisional Engineer, Telegraphs, may also authorise any office within their respective Divisions, but if a series of such telegrams are expected, *e.g.*, from Contractors giving their progress reports, etc., the authority must be reported to the Director, Telegraph Engineering.

#### *Railway Services.*

219. Railway Service Messages classed R, XR and XXR are free messages sent on railway service. They can only be sent by duly authorised officials or employees of each licensed telegraph system. Such messages must be sent as long a distance as possible by railway wires and as short a distance as possible by Government wires. The following rules should be observed in dealing with these messages :—

- (a) Railway service messages for transmission to places on the same railway, for an adjoining railway, or for any other railway with which there is continuous communication by wires of intermediate railways will be sent entirely by railway wires.
- (b) Railway service messages from one railway to another, *addressed specially to a single railway official*, which cannot be transmitted to destination entirely by railway wires, may be carried over the intermediate distance by the Government wires. A message simultaneously addressed to several railways will not be accepted under this rule, and a separate message for each addressee must be sent if the message has to be transferred to the Government wires.
- (c) Railway officials travelling beyond their own lines are amenable to the ordinary rules requiring all messages to be paid for as either State or Private, and they can only claim to send messages unpaid from the offices of other railways, on their satisfying the authorities at such stations that the messages are sent for the *mutual* benefit of both lines.
- (d) Railway service *circular or multiple* messages will be transmitted by railway wires only, and transferred by each railway to the one next connected with it. Such messages cannot be transferred to the Government wires.

- (e) In every case of necessity, when communication by the railway wires is interrupted, "Express" railway service messages may be sent to any Government telegraph office for transmission by Government wires. These messages should be classed "XR".
- (f) Railway service messages in cases of railway accidents or other great emergency, may be transferred to the Government wires if classed "XXR", *i.e.*, Immediate. Such messages addressed to Government officials may be transferred to the Government telegraph office nearest the office of origin.
- (g) "XXR" is the most important prefix in use on railway wires, it should be preceded by the clear line signal "000" followed by the CTM signal and takes precedence of everything on the railway wires, and, whenever it is given, all other communications must immediately cease. The object of this prefix is to warn a station of impending danger and emergency, as, for instance, to a passing train, that it may be stopped at the next station; or upon any accident blocking the road, it may be advisable to stop following trains.

Every railway officer making use of the XXR prefix must send, on the same day, a copy of such message by post to the Manager, Traffic Manager, or District Traffic Officer, as may be arranged in each case with a full report of the circumstances.

- (h) Railway service messages of an urgent nature addressed to Government officials, such as Police officers and Magistrates, at places off the line of railway, or to railway out agencies may be transferred to the Government wires for onward transmission and delivery.
- (i) *Express messages on railway service.*—The class prefix "XR" is only to be used in cases of emergency, where, although no danger is impending, time is of great importance, as in case of accidents, stoppage of the line, movements of pilots, notice of specials, correction of errors, etc.
- (j) Messages regarding interruptions on railway telegraph wires, not maintained by the Director-General of Posts and Telegraphs, should always be classed XR.

If in any case the Government wires seem to have been used without sufficient reason, the Telegraph official must place the messages *in fault*.

**57. During the period of preservation of records in Telegraph Offices (Rule 166) the sender or the addressee of any inland telegram already**

transmitted or in course of transmission, or the authorised representative of either of them may, if their identity and, in the case of agents, their authority, is satisfactorily established, have information obtained or instructions given by telegraph about such telegram. Such person shall deposit the cost of the telegram conveying the request and of a reply telegram if one is needed, such telegram and reply being classed Express or Ordinary at the sender's option :

Provided that, when the addressee asks for repetition of a telegram received by him, he shall pay the charge for the transmission of a telegram (Express or Ordinary at his option) to cover the cost of the number of words to be repeated and no further charge shall be made for a reply :

Provided, further, that when a Government official asks for the repetition of a telegram received by him in his official capacity, he shall not be required to prepay the charge for transmission referred to in this rule but if no error of the telegraph service is revealed by the repetition he shall be required to pay such charge.

58. A telegram sent at the request of the addressee, in order to obtain the repetition of a passage suspected to be erroneous, shall be deemed always to imply a telegraphic reply of the same class as the telegram making the request, and the insertion of the instruction "Reply Paid" shall not be necessary. In other cases in which a telegraphic reply is desired the instruction "Reply Paid" shall be inserted in the telegram conveying the request.

59. The rectification or cancellation of telegrams, and all other communications addressed to a telegraph office in respect of telegrams already transmitted or in course of transmission, shall be effected solely by means of service advices at the expense of the person making the demand.

60. The charges paid for service advices necessitated by errors of the Telegraph Service shall be refunded upon application made in accordance with the provisions of Rule 175.

61. When the words of which repetition is requested are indistinctly written, the office of origin shall, before giving a repetition, make inquiry of the sender or, if the sender cannot be found, shall add to the repetition a note "Writing doubtful".

62. When the repetition relates to a telegram which has reached a telegraph office of origin from the sender by telephone or by a private telegraph wire, that office may, before giving a repetition, ask the sender to repeat the words in question. In such case, if one or more of the words thus repeated are not the same as the words in the telegram, the telegraph office shall give the desired repetition as corrected by the sender, but may add to the text of the service advice "not service fault", and the charge for repetition shall not in such case be refunded.



*Paid Service Messages.*

**220.** A message already transmitted cannot be corrected, completed or cancelled at the sender's request except by another Paid telegram in the form of a Service Advice. Transmission is said to have been begun when the Sending Telegraphist has received the signal "G".

In all cases demands for corrections, etc., must be made during the period of preservation of the message drafts (*see* Indian Telegraph Rule 166) and after the sender, the addressee or his authorised representatives have proved their right and identity, but there is no limit to the number of Paid Service Advices which may be sent at the request of the sender or addressee regarding a message so long as they are made within the above periods. If the message drafts have been sent to the Check Office, the Service Advice should be redirected to the Check Office, Calcutta. The Check Office will trace all the drafts concerned and hand them over to the Telegraph Master in charge of the circulation table in the Calcutta Office who will send the necessary reply direct to the office of origin as from *Calcutta* in the case of Foreign messages, or from *CA* in the case of Inland messages.

**221.** Inland Paid Service Advices are classed ST or XST according as the sender wishes to pay the Ordinary or Express rates.

**222.** Paid Service Advices, which are sent at the request of the addressee to obtain repetition of a word or words, always imply the prepayment of a telegraphic reply without the employment of the Service Instruction=*Reply Paid*=. In other cases, where a telegraphic reply is required, this instruction is necessary.

The replies to Service Advices which bear the Special Instruction=*Reply Paid*= should be franked by a Reply Message form (Form  $\frac{P}{AR}$ ) or, in case of Licensed offices, L. T. 3) issued in favour of the Officer in charge of the Telegraph Office, otherwise no reply message form need be used.

**223.** Paid Service Advices must be prepared by the Telegraph official at the cost of the person making the request. In Paid Service Advices, *other than those asking for repetition at the request of the addressee* (or his representative), the following amounts must be paid :—

- (a) The cost of the telegram making the request, which may be classed *Express* or *Ordinary* at the sender's option.
- (b) The cost of a telegram for the reply, if a reply by telegraph is necessary, which may also be classed as in (a) above.

The name of the office of destination and the name of the office of origin are not charged for.

In the case of Paid Service Advices asking for *repetition at the request of the addressee* (or his representative), the charge for both call and reply will simply be the cost of the number of words to be repeated.

At Calcutta and at each office on the Hoogly River below Calcutta, the copying fee of 4 annas is charged for information given to the public regarding movements of shipping in the river if such information can be obtained from the reports passing through the office in question. When it is necessary to telegraph to another office for the information applied for, the cost of the Paid Service Advice and its reply should be charged.

In cases of unintelligible news, apparent errors or mutilations in press telegrams, corrections should be obtained by service telegrams by the telegraph office by which they are received. Mistakes and omissions in such telegrams, due to service errors when brought to notice by any newspaper or news-agency should also be rectified by service telegrams.

**224.** The following are examples of corrections and enquiries, *other than requests for repetition* :—

(a) *When the sender discovers he has made an error in the original telegram.*

My LA/26 Jones replace third 20 by 2,000.

[Chargeable as eight words, Ordinary or Express as laid down in Indian Telegraph Rules 78—81.]

In this example “LA” denotes the code time of the original telegram, “26” the date, “Jones” the name of the addressee and “third” the position in the text of the original telegram of the word which the sender wishes to rectify, and similarly in the other examples which follow.

(b) *When the sender learns from the addressee that a mistake has been made in transmission which renders the telegram unintelligible.*

My LB/21 Muller read third 56.

[Chargeable as six words subject to the minimum charge for 8 or 12 words, Ordinary or Express as laid down in Indian Telegraph Rules 78—81.]

(c) *When the sender wishes to correct or complete the address of a telegram which has failed to be delivered.*

My MD/26 Lawrence deliver 102, King’s Street.

[Chargeable as seven words subject to the minimum charge for eight or twelve words Ordinary or Express as laid down in Indian Telegraph Rules 78—81.]

(d) *if the new address is in a different town.*

My MD/26 Lawrence redirect 102, King’s Street, Calcutta.

[Chargeable as eight words Ordinary or Express as laid down in Indian Telegraph Rules 78—81.]

In this case the sender must undertake also to pay the charges for redirection if they cannot be collected on delivery.

(e) *Enquiry by addressee for name (or address) of vender.*

*Call.*—MF/26 Robinson give name address sender.

*Reply.*—Robinson Laroche, 122, Wellesley Street.

*[A reply must be prepaid in this case. The charge would be, if addressed to offices in India, nine annas if classed Ordinary or one rupee two annas if classed Express (and Re. 1 and Rs. 2 respectively if addressed to offices in Ceylon) for the call containing six chargeable words and one word for the indication=RP= plus a similar charge for the reply telegram containing five chargeable words.] and, .*

(f) *Request for confirmation of delivery.*

*Call.*—My KG/26 Schmidt confirm delivery.

*Reply.*—Schmidt delivered twenty-sixth 17—30.

*[A reply must be prepaid in this case. The charge would be, if addressed to offices in India, nine annas if classed Ordinary and one rupee two annas if classed Express (and Re. 1 and Rs. 2 respectively if addressed to offices in Ceylon) for the call containing five chargeable words and one word for the indication =RP=plus a similar charge for the reply telegram containing four chargeable words.]*

**225.** The following are examples of requests for repetition at the request of the addressee (or his representative). There is no objection to calls for repetitions in respect of messages marked "CTF", but the remark "Still CTF" should be added at the end of the call service.

(a) *When the whole text of a telegram is to be repeated.*

*Call.*—KL/26 Simon text.

*Reply.*—Simon Albatross Cormorant Apfelbaum Kirsche Zwetsche Birnbaum Scrutiny Commune.

*[The charge for both call and reply would be for eight words, i.e., the number of words in the text of the original telegram of which repetition was required, Ordinary or Express, as laid down in Indian Telegraph Rules 78—81.]*

(b) *When the whole text and signature (or sender's name) are to be repeated.*

*Call.*—KL/26 Simon text sender's name.

*Reply.*—Simon Albatross Cormorant Apfelbaum Kirsche Zwetsche Birnbaum Scrutiny Commune Schulz.

*[The charge for both call and reply would be for nine words, i.e., the number of words in the text and sender's name of the original telegram of which repetition was required, Ordinary or Express, as laid down in Indian Telegraph Rule 90.]*

(c) *When the signature (or sender's name) only is to be repeated.*

*Call.*—KL/26 Simon sender's name.

*Reply.*—Simon Schulz.

[The charge for both call and reply would be for one word representing the one word in the sender's name to be repeated, subject to the minimum charge for eight or twelve words Ordinary or Express as laid down in Indian Telegraph Rules 78—81.]

(d) When certain words are to be repeated.

Call.—KL/26 Simon three words after Cormorant.

Reply.—Simon Apfelbaum Kirsche Zwetsche.

[Call and reply chargeable as three words, subject to the minimum charge for eight or twelve words Ordinary or Express, as laid down in Indian Telegraph Rules 78—81.]

(e) Another example :—

Call.—KL/26 Simon second fourth.

Reply.—Simon Cormorant Kirsche.

[Call and reply chargeable as two words, subject to the minimum charge for eight or twelve words Ordinary or Express, as laid down in Indian Telegraph Rules 78—81.]

**226.** Words which it is desired to alter, or repeat, etc., should be referred to in the Paid Service Advice or the Service message by the serial order of the words or groups in that of the telegram under reference. Thus, if the first word in a message is *incomprehensible* (16 characters charged as two words) and repetition is required of the next word, the Call should read *Second*. Similarly, if the first group in a cipher message is 3875926, which counts as two words and the addressee wanted the next group repeated, the Call should read *Second*.

**227.** According to Indian Telegraph Rule 173 the sum deposited on account of Paid Service Advices is refunded if the repetition does not agree with the first transmission. These refunds should be made by Departmental Telegraph Offices and by Combined Offices during the period the message drafts are retained in the offices; after that period, applicants should be referred to the Check Office. Refunds granted on Paid Service Advices are granted under Indian Telegraph Rule 173 (9) and (10) on the authority and responsibility of the Officer in Charge. When the repetition shows that any of the words repeated were transmitted incorrectly at first the whole charge for the Paid Service Advice must be refunded. Refunds should not be granted for words which the office of origin has certified as writing doubtful in the Repetition message (*vide* Indian Telegraph Rule 61).

**228.** Applications for calls for Repetition must be accompanied by the delivered copy of the message and the words to be repeated must be quoted. Before the Call is dealt with, the applicant's letter or copy of message should be carefully compared with the office copy of the message; the delivered copy should after comparison be returned to the applicant. A separate message must be sent for each Call for repetition, *i.e.*, one Call must not refer to more than one message.

229. The following is the procedure in Departmental offices in dealing with Calls for repetition relating to C messages :—

(1) The addressee makes a request for the repetition of one or more words in a C message (which must accompany the request). If he has no deposit Account, he must also send the cash necessary to cover the cost of the Service Advice.

(2) The office copy of the original message will be obtained from the bundle of C messages, and a Requisition, Form T. I. 159, prepared and placed in the bundle in its stead. The Service Advice calling for the repetition will then be prepared (one copy only) and numbered in a special series of numbers for Service Advices. The number and date of this Service Advice must also be noted on the Requisition form referred to in the first sentence of this paragraph which replaced the original C message.

(3) For statistical purposes, the total number of Service Advices each day should be added to the total number of A messages for the day. Inland Service advices must be prepared on the Inland A forms.

(4) No stamps should be affixed to the Service Advice, but the applicant must be given a receipt in the usual form A. R. for the amount paid. The cash tendered should be kept in deposit until the reply to the Advice is received.

(5) Service Advices received in reply should be taken down at the instrument on the C form (one copy only). The C advices should not be numbered. The copy taken down at the instrument should be attached to the A Service Advice to which it refers. The Correction Memo., Form T. I. 18, must then be prepared and sent promptly to the applicant.

(6) For rules of procedure in dealing with the money received and the refund to be given under Indian Telegraph Rule 60 see rules in the *Message Revenue Account Code*.

(7) Repetition calls on behalf of Government officials should continue to be classed XST and ST and be treated in every respect as paid service advices referred to in paras. 220, etc., subject to the concession allowed in Indian Telegraph Rule 57. Paid service advices, other than those asking for repetition sent at the request of Government officials should continue to be prepaid.

(8) When postal, telegraph or railway officials (including the Accounts Branch) call for repetition in any official message, the Telegraph Office should obtain it by a Service telegram, classed T.

In Combined and Licensed offices, the traffic procedure will be similar to above, except that the amount received from the sender of a Paid Service must be converted into stamps and affixed to the Paid Service Advice calling for repetition.

230. The following is the procedure in Departmental offices in dealing with Calls for Repetition or other references relating to A messages :—

(1) On receipt of a C Service Advice (one copy only which will not be numbered) from another office calling for repetition or other information in an A message, the A message draft will be obtained from the bundle of A messages and a Requisition Form T. I. 159 prepared and placed in the bundle in its stead. The Service Advice in reply will then be prepared (in duplicate) on A message forms and numbered with the paid Service Advices referred to in clause (2) of the preceding para. In large offices, where Reply Service Advices may be dealt with in a separate room, a separate series of numbers may be employed for "Reply Service Advices".

(2) The top copy of the Reply Service Advice should be sent to the instrument to be signalled. After transmission it must be placed according to its number amongst the Service Advices. The lower or duplicate copy of the reply Service Advice should be attached, together with the call for repetition or other enquiry, to the back of the original. A message which should be replaced in the A message bundle from which it was taken and the Requisition form destroyed.

In Combined and Licensed offices, where Service Advices are not separately numbered, the Reply Service Advice referred to above should receive the usual A message number, otherwise the procedure will be similar to the above.

231. In Departmental offices, when Paid Service Advices are sent at the request of the sender for the purpose of rectifying or completing the address, making enquiries regarding or cancelling an A message, the A message should be obtained from the A message bundle and a Requisition, Form T. I. 159, prepared and placed in the bundle in its stead. The Paid Service Advice will then be prepared in duplicate on A message forms and numbered with Paid Service Advices referred to in clause (2) of para. 229. The top copy of the Service Advice which will have the charges affixed to it, or treated as a Deposit Account message, should be sent to the instrument to be signalled. After transmission, it must be placed according to its number amongst the Service Advices. The lower or duplicate copy, together with any written request from the sender, should be attached to the original A message which should be replaced in the A message bundle from which it was taken and the Requisition form destroyed.

In Combined and licensed offices, Paid Service Advices sent at the request of the *sender* will be similarly treated except that the Paid Service Advice will receive the usual A message number, as in para. 229.

## CHAPTER VI.

### COUNTING OF WORDS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

#### COUNTING OF WORDS.

**63. WHAT IS COUNTED.**—Every word or character written by the sender of an inland telegram on the copy intended for transmission shall be included in calculating the charge, provided that the name of the Telegraph Office of origin shall not be so included but shall be transmitted free.

**64. STOPS, ETC.**—Dashes used only to separate on the sender's copy the different words or groups of the telegram shall not be transmitted. Signs of punctuation, apostrophes, and hyphens shall be transmitted only at the request of the sender, and shall in such case be counted as provided under Rules 72 and 73.

**65. PREAMBLE.**—Words, numbers and signs added by Telegraph Officials for official purposes shall not be charged for. The hour and minute (Standard Time) at which a telegram is handed in shall be added by the Telegraph Office and transmitted free.

**65-A. METEOROLOGICAL TELEGRAMS.**—In Meteorological telegrams the letter X shall be counted as a figure in the group of figures in which it appears.

**66.** Each of the following shall be counted as one word only:—

- (i) Special instructions written in the abridged form authorised in Rule 18 (d) : and
- (ii) The name of the Telegraph Office of destination when written as given in the Post and Telegraph Guide (Rule 31) or when completed by the name of the district or the province, if the name of the office has not yet been published in the Post and Telegraph Guide.
- (iii) Every code word which fulfils the requirements of Rules 22, 23 and 24.
- (iv) Save as provided under Rule 161, every isolated character, letter or figure as well as every sign of punctuation, apostrophe or hyphen, transmitted at the request of the sender.
- (v) An underline.
- (vi) Parenthesis (the two signs forming).
- (vii) In Telegraphic Money Orders, the amount expressed in both figures and words, the name of the Post Office of issue, the name of the Post Office of payment, and that of the locality in which the payee lives.

**67. PLAIN LANGUAGE TELEGRAMS.**—In inland telegrams in plain language each word or authorised compound shall, for purposes

of charging, be counted as a single word provided that it contains not more than 15 characters counted in accordance with the provisions of Rule 18. Words or authorised compounds containing more than 15 characters shall, for purposes of charging, be counted at the rate of one word for each complete 15 characters and one word for the remainder, if any.

**68. CODE TELEGRAMS.**—In the text of inland code telegrams, the maximum length of a word shall be fixed at 10 characters counted in accordance with the provisions of Rule 18 except as provided in Rule 23.

**69. MIXED TELEGRAMS—**

- (1) In an inland mixed telegram, of which the text contains both plain language words and code words, the plain language words as well as the code words in the text shall be counted at the rate of ten letters to a word except as provided in rule 23. This rule shall apply also to proper names and to Registered Addresses in the text of the message.
- (2) If an inland mixed telegram contains plain language words, code words and cipher, the plain language and code words shall be counted according to the provisions of Rule 68, and the cipher according to those of Rule 71.
- (3) If an inland mixed telegram contains only plain language and cipher, the plain language words shall be counted according to the provisions of Rule 67, and the cipher groups according to those of Rule 71.

**70.** In all inland telegrams the address or sender's name shall, save as provided in Rule 161, be charged for according to the provisions of Rules 66 and 67.

**71. FIGURES, LETTER-CIPHER, COMMERCIAL MARKS, ETC.**—Groups of figures or of letters, ordinal numbers and commercial marks composed of figures and letters, the number of a cheque or currency note, and all reference numbers in State telegrams, shall be counted at the following rate, namely:—

- (i) one word for every group not containing more than five figures or letters,
- (ii) for groups of more than five figures or letters, one word for every complete five figures or letters and one word for the remainder, if any.

Each of the combinations *ae*, *aa*, *ao*, *oe*, *ue* and *ch* shall be counted as two letters. When commercial marks form part of the text of a telegram, the sender shall certify them to be such at the foot of the form.



**72. USE OF APOSTROPHE AND HYPHENS.**—Save as provided under Rule 76, words separated by an apostrophe and words joined by a hyphen shall be counted as separate words.

**73. SIGNS, ETC., USED WITH FIGURES OR LETTERS.**—Decimal points or fullstops, commas, colons, dashes and bars of division when used in groups of figures or letters shall be counted each as a figure or a letter. In the like manner shall be counted each letter or figure added to a house number in an address in whatever part of the telegram such address appears.

**73-A. METEOROLOGICAL TELEGRAMS.**—In Meteorological telegrams the letter X shall be counted as a figure in the group of figures in which it appears.

**74. ABBREVIATIONS.**—Common titles, which in their full form are expressed by a single word, such as Captain, Reverend and Esquire, may be written in their usual abbreviated forms, such as Capt., Rev., and Esq., each of which shall be counted as one word. Similarly, common abbreviations of single words, such as Rs. (for Rupees), lbs. (for pounds) shall be admissible and shall be counted each as one word.

**75. COMBINATIONS OR ALTERATIONS OF WORDS** contrary to the usage of the language, whether such combination or alteration be apparent or disguised by reversing the order of letters or syllables, shall not be permitted:

(i) Provided that registered abbreviated addresses, names of towns and countries, family names belonging to one person, the full names of places, squares, boulevards, streets and other public ways, the names of ships, whole numbers, fractions, decimal or fractional numbers, written entirely in words, and all expressions which, by the usage of the English language, are written as single words shall, subject to the limitation imposed by Rules 67 and 68, be counted as single words in inland telegrams and shall be charged for accordingly:

(ii) Provided further that the words halfpenny, twopence, threepence, etc., up to eighteenpence may be written as single words.

#### Examples.

(a) Combinations admissible as single words—  
Cowhide, Gingellyseed, Rapeseed, Sheepskin.

(b) Combinations inadmissible as single words:—

Tapestrypatterns.	Innerharbour.	Tuesdaymorning
Counteroffer.	Boursecredit.	Wheatcargo.
Bankaction.	Sailinsurance.	Beerboxes.
Wireanswer.	Steamecoals.	Dischargingday.
Alright.	Verywell.	Goodbusiness.
Alright.	Steamercargo.	Hullsteamer.
	Coastsailing.	

**76. SURNAMES.**—Names, such as Macdonald (or McDonald), FitzGerald, O'Neil, DeMorgan, D'Crud, DelaRue, St. John, Vande Braude, DuBois, shall be counted as one word each even though written with capital medial letters and shall be transmitted as single words without break, the apostrophe where used being omitted.

**77. EXAMPLES OF COUNTING.**—The following examples show how the rules for counting words are to be interpreted:—

	Number of words.
Leveson-Gower (family name) . . . . .	2
Levesongower (family name) . . . . .	1
John Henry (Christian names) . . . . .	2
Johnhenry (Christian names) . . . . .	2
A. Gower (initial and family name) . . . . .	2
Agower (evasion ; inadmissible) . . . . .	..
Readdressed . . . . .	1
Re-addressed . . . . .	2
Dont . . . . .	1
Don't . . . . .	2
Mother-in-law . . . . .	3
Motherinlaw . . . . .	1
Allright . . . . .	2
All-right . . . . .	2
Alright ( <i>misspelt ; inadmissible</i> ) . . . . .	..
44 $\frac{1}{2}$ (5 characters) . . . . .	1
444 $\frac{1}{2}$ (6 characters) . . . . .	2
444·5 (5 characters) . . . . .	1
444·55 (6 characters) . . . . .	2
44/2 (4 characters) . . . . .	1
44/(3 characters) . . . . .	1
$\frac{1}{2}$ 8 (4 characters) . . . . .	1
2 per cent. (4 characters) . . . . .	1
17th . . . . .	1
1529th (6 characters) . . . . .	2
10 Rs. 10 as. . . . .	4
10 Rs. 10 . . . . .	3
Rs. 10, 10 (or) Rs. 10/10 . . . . .	2
11h. 30 . . . . .	3
11, 30 . . . . .	1
Eight/10 . . . . .	2
5/twelfths . . . . .	2
May/August . . . . .	3
30 a (30 to the power a) . . . . .	5
15 × 6 (signalled 15 × 6) . . . . .	3
Two hundred and thirty-four . . . . .	5

	Number of words.
Twohundredandthirtyfour (23 characters) . . . . .	2
E. M. ( <i>Isolated letters, initials of Christian names</i> ) . . . . .	2
EM ( <i>Initials of 2 Christian names ; wrong combination</i> ) . . . . .	2
15A ( <i>Number of house</i> ) . . . . .	1
15 d or 15/3 ( <i>Number of houses</i> ) . . . . .	1
I. C. S. ( <i>for Indian Civil Service in address or text</i> ) . . . . .	3
Bara Bazar . . . . .	2
Barabazar . . . . .	1
Responsibility (14 characters) . . . . .	1
Misrepresentation (17 characters) . . . . .	2
Prince of Wales (ship) . . . . .	3
Prince of wales (ship) . . . . .	1
Emvcht (6 characters, <i>Secret letters in State telegrams, in Commercial marks</i> ) . . . . .	2
197a/199a ( <i>Commercial mark ; a group of 9 characters</i> ) . . . . .	2
AP/M ( <i>Commercial mark or Secret language in State telegrams ; a group of 4 characters</i> ) . . . . .	1
3/M ( <i>Commercial mark ; a group of 3 characters</i> ) . . . . .	1
GHF ( <i>Commercial mark, or Secret language in State telegrams ; a group of 3 characters</i> ) . . . . .	1
G. H. F. ( <i>Commercial mark, or Secret language in State telegrams ; 3 groups of 2 characters</i> ) . . . . .	3
G. H. F. ( <i>without final stop</i> ) ( <i>Commercial mark or Secret language in State telegrams</i> ) . . . . .	3
GHF 45 ( <i>Commercial mark</i> ) . . . . .	1
G. H. F. 45 ( <i>Commercial mark</i> ) . . . . .	4
G/O ( <i>for general order</i> ) . . . . .	2
G. O. ( <i>for general order</i> ) . . . . .	2
The business is <u>very urgent</u> ; come <u>without delay</u> (8 words and 2 underlines). . . . .	10
Received news of you indirectly (very bad) telegraph immediately (9 words and 1 passage within parenthesis) . . . . .	10
ICS In address . . . . .	3
In text . . . . .	1
Ics In address . . . . .	3
In text . . . . .	1
R. A. ( <i>For Royal Artillery in address or text</i> ) . . . . .	2
RA In address . . . . .	2
In text . . . . .	1
Ra In address . . . . .	2
In text . . . . .	1
Received letters from Para reliable source which says "conversion business hindered by syndicate bankers" (14 words and a passage in inverted commas) . . . . .	15
As. ( <i>for "annas"</i> ) . . . . .	1
Co. ( <i>for "Company"</i> ) . . . . .	1
Etc. ( <i>for "etcetera"</i> ) . . . . .	1
Mr. ( <i>for "Mister"</i> ) . . . . .	1

	Number of words.
Mrs. (for " <i>Mistress</i> ") . . . . .	1
No. (for " <i>Number</i> ") . . . . .	1
d. (for " <i>pence</i> ") . . . . .	1
s. (for " <i>shilling</i> ") . . . . .	1
Cwt. (for " <i>hundredweight</i> ") . . . . .	1
245-F (reference in <i>State-telegrams</i> ; a group of 5 characters) . . . . .	1
C'	
F—533409 (number of <i>Cheque</i> ; a group of 10 characters) . . . . .	2
B	
FB	
—42666 (number of <i>Currency note</i> ; a group of 10 characters) . . . . .	2
28	

232. In applying Indian Telegraph Rule 75, the benefit of any reasonable doubt is to be given to the sender of the telegram, but such manifestly improper combinations as "verywell", "allright" (or alright) or "goodbusiness" must be charged for as two words each.

233. Plain language telegrams have sometimes been found to contain expressions denoting brands, grades and classes of goods. So long as the telegram offers an intelligible sense in English or the language of the telegram, it should be accepted as a plain language telegram and such expressions counted as one word up to a limit of 15 characters. If, however, there is any doubt as to the nature of some words in a telegram, tendered as a plain language telegram, the sender should be asked to make the sense intelligible, *e.g.*, a telegram worded as follows "*Send cotton goodtofullygood*" is not ordinarily intelligible, but if the sender writes "*Send cotton of grade goodtofullygood*" it may be accepted as a plain language telegram. In such cases the sender should be asked to certify that the expressions really denote a brand, grade or class of goods.

The following are examples of other different classes of goods which have so far appeared in telegrams:—

Ballamtwo (*grades of rice*).

Blackheartthree.  
Greenheartthree.

} *grades of jute.*

Goodtofullygood.  
Strictfine.

} *grades of cotton.*

Threem  
Kayingswan.  
Kayinglilyflower.  
Muichorereeled.

} *grades of silks.*

234. The following are additional examples of the counting of compound words :—

Compound Words.	To be counted as Words.
Twenty five . . . . .	2
Twenty five . . . . .	1
Twenty-five . . . . .	2
Linen draper . . . . .	2
Linendraper . . . . .	1
Linen-draper . . . . .	2
Lieutenant General . . . . .	2
Lieutenantgeneral (17 characters) . . . . .	2
Lieut.-general . . . . .	1
Lieut.-general . . . . .	2
Station Master . . . . .	2
Stationmaster . . . . .	1
Mint Master . . . . .	2
Mintmaster . . . . .	1
Head Master . . . . .	2
Headmaster . . . . .	1
Telegraph Master . . . . .	2
Telegraphmaster . . . . .	1
Postmastergeneral (17 characters) . . . . .	2
Fatherinlaw . . . . .	1
Father-in-law . . . . .	3
Father in law . . . . .	3
Table cloth . . . . .	2
Tablecloth . . . . .	1
Table-cloth . . . . .	2
Five Thousand . . . . .	2
Fivethousand . . . . .	1
Five-thousand . . . . .	2
Fivehundredandfifty (over 15 characters) . . . . .	2
Five hundred and fifty . . . . .	4
Quarter Master . . . . .	2
Quartermaster . . . . .	1
Quarter-master . . . . .	2
Adjutant General . . . . .	2
Adjutantgeneral . . . . .	1
Adjtgeneral . . . . .	1
Mehudi Bagan . . . . .	2
Mehudibagan . . . . .	1
Mechua Bazar . . . . .	2
Machusbazar . . . . .	1
Chandai Chowk . . . . .	2

Compound Words.	To be counted as Words.
Chandnichowk . . . . .	1
Kerani Ganj . . . . .	2
Karaniganj . . . . .	1
Koyla Ghat . . . . .	2
Koylaghat . . . . .	1
Koolo Tola . . . . .	2
Koolotola . . . . .	1
Bowbazar Street . . . . .	2
Bowbazarstreet . . . . .	1
Boitakhana Bazar . . . . .	2
Boitakhanabazar . . . . .	1
Upper Chitpore Road . . . . .	3
Upperchitpore Road . . . . .	2
Thornhill Road . . . . .	2
Thornhillroad (13 characters) . . . . .	1
South Russa Road . . . . .	3
Southrussa Road . . . . .	2
Southrussaroad (14 characters) . . . . .	1
Wellington Square . . . . .	2
Wellingtonsquare (16 characters) . . . . .	2
Chowringhee Lane . . . . .	2
Chowringheelane . . . . .	1
College Street . . . . .	2
Collegestreet . . . . .	1
Budhwanpett . . . . .	1
Budhwan Pett . . . . .	2
Lal Mohan Lane . . . . .	3
Lalmohan Lane . . . . .	2
Lalmohanlane . . . . .	1
Old Court House Street . . . . .	4
Oldcourthouse Street . . . . .	2

In expressions such as (26692/2 A.G.), 4 (2B) occurring in the text of a message each pair of brackets should be counted as one word both in reckoning the number of chargeable words and in stating the number of actual words.

Numbers may be expressed in words in an abbreviated form in accordance with the usage of the language and be counted as one word at the rate of fifteen letters to the word in plain language and ten letters to the word in code language telegrams, *e.g.*,—

Fivetwoseven . . . . .	For five hundred and twentyseven.
Oneifty . . . . .	For one hundred and fifty.
Onethirty . . . . .	For one hundred and thirty.
Thirtyonesixty . . . . .	For three thousand one hundred and sixty

In plain language telegrams, expressions, such as, "twotensix" "threethirteennine" etc. written without break signifying Rs. 2-10-6, Rs. 3-13-9 etc. in market rates of commodities should be counted for the purpose of charge at 15 letters to a word.

For counting of Burmese honorific prefixes, see clause 385 of *Post and Telegraph Guide*.

## CHAPTER VII.

## CLASSES AND CHARGES.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

[*Rules in paras. marked\* do not apply to Licensed offices.*]

## CLASSES AND CHARGES.

78. Inland telegrams, except telegrams for delivery in Afghanistan and Press telegrams to Ceylon, shall be classed as express or ordinary. Save as provided by Rule 157 the charges payable on such telegrams shall be as follows:—

*I.—For delivery in India.*

Class.	For any number of words not exceeding 8, including the address.	For each additional word after the first 8 words.
	Rs. a. p.	Rs. a. p.
Express . . . . .	1 2 0	0 2 0
Ordinary . . . . .	0 9 0	0 1 0

*II.—For delivery in Lhasa.*

Class.	For any number of words not exceeding 12, including the address.	For each additional word after the first 12 words.
	Rs. a. p.	Rs. a. p.
Express . . . . .	1 8 0	0 2 0
Ordinary . . . . .	0 12 0	0 1 0



*III.—For delivery in Ceylon.*

Class.	For any number of words not exceeding 12, including the address.	For each additional word after the first 12 words.
	Rs. a. p.	Rs. a. p.
Express . . . . .	2 0 0	0 3 0
Ordinary . . . . .	1 0 0	0 2 0

*IV.—For delivery in Burma.*

Class.	For any number of words not exceeding 8, including the address.	For each additional word after the first 8 words.
	Rs. a. p.	Rs. a. p.
Express . . . . .	2 4 0	0 4 0
Ordinary . . . . .	1 2 0	0 2 0

NOTE.—Immed telegrams (Rules 50 and 51) shall be charged for at double the rates for State (Express) telegrams.

79. The charges payable on telegrams for delivery in Afghanistan shall be at the uniform rate of 3 annas per word, including the address.

80. The charges payable for Press telegrams shall be those provided in Rule 157.

81. In addition to the charges on telegrams shown in Rules 78 and 79 a fee of two annas shall be charged in respect of each telegram telephoned by the telephone subscribers (Rule 11), and one anna in respect of each telegram accepted by a village postman (Rule 9).

**Precedence.**

82. **EXPRESS TELEGRAMS** shall have precedence over Ordinary telegrams in transmission, and shall be deliverable by messengers at any time during the day or night.

**83. ORDINARY TELEGRAMS** shall be transmitted in their turn after Express telegrams, and shall be delivered by messengers only between 6 hours and the time of closing of the telegraph office of destination, but save as provided in Rule 164, not later than 23 hours.

**84. (i) INLAND ORDINARY TELEGRAMS** shall not be accepted in any telegraph office between 21 hours and 8 hours (between 9 p.m. and 8 a.m. Standard Time) or on Sundays, Christmas Day, New Year's Day, Good Friday and the King's Birthday.

(ii) The booking of telegrams for offices in Ceylon, Portuguese India and State Telegraph offices in the Jammu and Kashmir State shall be subject to such restrictions as may be imposed by the Administrations concerned from time to time. These restrictions shall be notified in the Post and Telegraph Guide.

**235.** Ordinary telegrams are also not accepted—

- (1) for offices in Portuguese India on 31st January, 3rd May, 5th October and 1st December,
- (2) for offices in Ceylon on 26th December, the Buddhist Wesak Day, and the Hindu New Year Day, dates of which are notified annually. If Christmas day falls on a Saturday, or Sunday, December 27th is also observed as a holiday in Ceylon.

**236.** If an Ordinary classed message is accepted on a Sunday or public holiday, in contravention of Indian Telegraph Rule 84 or para. 235 above, the class should be altered to Express by the office which detects the omission. The message draft should also be placed in fault (para. 117) to admit of the undercharge being recovered from the sender or the official in fault (para. 258). For Ordinary classed messages from Postal Receiving Offices received on Sundays and holidays, see para. 81.

**237.** Persons employed in Telegraph Offices are strictly forbidden to give any priority of transmission or delivery to any message which may come into their hands other than in accordance with the rules in this book.

#### **PAYMENT OF CHARGES.**

**85. CHARGES HOW PAID.**—Save as provided under Rules 11, 12, 47, 86, 90, 91, 155 and 163 all charges on inland telegrams shall be prepaid in cash or postage stamps acceptable for payment of postage under the Indian Post Office Act, 1898. If the class of the telegram is not stated by the sender, it shall be classed and charged for as Ordinary (Rule 78).

#### *General.*

**238.** For different denominations of postage stamps *vide Post and Telegraph Guide*, clause 4.

**239.** Prepayment of charges is compulsory except in certain cases (*see* Indian Telegraph Rules 47, 86, 90, 91, 155 and 163, and paras. 189 to 191, 192 and 194 to 196).

If a message written on a Reply Message Form (para. 304) is tendered, it should be scrutinised to see that—

- (a) it bears the Name and Date Stamp of an office clearly impressed;
- (b) that it is signed in ink by a Telegraph official;
- (c) that it is still current;
- (d) that the value and other particulars required on the back of the form have been properly entered;
- (e) that it is a reply, in case of a Reply Message form issued with a State Telegram (para. 306).

**240.** Service stamps may be used by a Government official in his official capacity in payment of the excess charge on a private reply paid message.

**241.** When an office is opened in the Camp of His Excellency the Viceroy, or other high official, all State and Private messages are to be prepaid except those handed in on O. H. M. S. message forms, and Press messages authorised to be accepted without pre-payment.

The Postmaster-General must arrange for an imprest of stamps. If the stock of stamps is exhausted, the message drafts must each be marked with the date of acceptance and sent with the money to the nearest Telegraph Office. The Telegraph Office will affix the stamps required, deface them and forward the drafts to the Check Office in a separate packet clearly marked with the name of the Camp Office and the date the messages were handed in.

**242.** Imperial Service stamps, if tendered by officials of the Indian States mentioned in Appendix 1, should be accepted in payment of the charges on *Inland* telegrams. If the telegrams are sent on the business of the State, they should be classed as *Raj* telegrams and transmitted with the word *Raj* free of charge in the service Instructions; but if they are on private affairs they should be classed Private.

**243.** According to rules in the *Post and Telegraph Guide*, the public cannot demand change for currency notes or silver tendered at a telegraph office in payment of any telegraph charge or for any other purpose; but the public convenience must be studied, as much as possible, and the change should be refused only when to give it would subject the

telegraph office to much inconvenience or, in case of an attempt, to abuse the privilege on the part of any person, such as presenting a currency note of large value in payment of a small telegraph fee. When change is given, the exchange must always be effected at par without charge of any fee or discount.

*Shipping messages.*

244. The Agents of the Shipping Companies, etc., shown below have undertaken, in writing, to pay for any message that may be transmitted by Semaphore or flag from their ships to any of the Semaphore stations in India. The charges due will be paid by the Agents on delivery and the messages should be transmitted with the words RTP Rs.—As.—in the Service Instructions.

Name of Agent or Company.	Agents for
<b>AT CALCUTTA.</b>	
Apcar & Company . . . . .	..
Bengal Coal Company, Limited . . . . .	..
Bird & Company . . . . .	..
C. S. Ahmad, Esq. . . . .	Bengal Steam Navigation Co., Ltd.
Gillanders Arbuthnot & Company . . . . .	Asiatic Steam Navigation Co., Ltd.
Gladstone Wyllie & Company . . . . .	"Ellerman" and "City" Line of Steamers
James Nourse, Limited . . . . .	
Jardine Skinner & Company . . . . .	Indo-China Steam Navigation Co., Ltd.
MacNeill & Company . . . . .	Rivers Steam Navigation Co., Ltd.
P. & O. Steam Navigation Company . . . . .	
Shaw Wallace & Company . . . . .	Burma Oil Co., Ltd.
Turner Morrison & Company . . . . .	Asiatic Steam Navigation Co., Ltd.

*Lloyd's messages.*

245. The following special arrangements have been made with the Committee of Lloyd's, London, for the collection and distribution of commercial maritime intelligence :—

Messages reporting casualties to vessels, other than native craft, occurring in Indian waters, signalled (by Flag, Semaphore, Radio-Telegraph or other means) to, or observed by, any Telegraph Office on the coast of India and also reports which may be handed in to them by officers instructed to do so, may be accepted "Bearing" and at the cost of Lloyd's Agents, if addressed to the abbreviated address Lloydagent at any of the places mentioned below. Such messages must have the Class Prefix BgXQ or BgQ and in the Service Instructions the letters RTP. The charges due at Inland Press rates are to be collected by the

office of destination from Lloyd's Agent at the time of delivery or not later than the next day.

Place.	Agents.
Alleppey . . . . .	Messrs. Peirce, Leslie & Co., Ltd.
Bimlipatam . . . . .	The Coromandel Co., Ltd.
Bombay . . . . .	Mr. S. E. C. White or Mr. S. P. Golton.
Calcutta . . . . .	Messrs. Gladstone, Wyllie & Co.
Calicut (Malabar) . . . . .	Madura Co., Ltd.
Chittagong . . . . .	Messrs. Bulloch Brothers & Co., Ltd.
Cocanada . . . . .	The Coromandel Co., Ltd.
Cochin (Malabar Coast) . . . . .	Messrs. Peirce, Leslie & Co., Ltd.
Cuddalore . . . . .	Messrs. Parry & Co.
Gopalpur (Ganjam) . . . . .	The Coromandel Co., Ltd.
Karachi . . . . .	Messrs. Mackinnon, Mackenzie & Co.
Madras . . . . .	Messrs. Wilson & Co.
Mangalore . . . . .	Messrs. Peirce, Leslie & Co., Ltd.
Masulipatam . . . . .	Messrs. Maiden & Co.
Mormugao (Nova Goa) . . . . .	Messrs. Killick Nixon & Co.
Negapatam . . . . .	Madura Co., Ltd.
Pondichery (French) . . . . .	Messrs. Best & Co., Ltd.
Puri . . . . .	The Coromandel Co., Ltd.
Quilon . . . . .	Messrs. Harrisons & Crosfield, Ltd.
Tellicherry . . . . .	Madura Co., Ltd.
Trivandrum . . . . .	Messrs. Harrisons & Crosfield, Ltd.
Tuticorin . . . . .	Messrs. A and F. Harvey.
Vizagapatam . . . . .	The Coromandel Co., Ltd.

### *Deposit Account.*

**86. ACCEPTANCE OF TELEGRAMS ON DEPOSIT ACCOUNT SYSTEM AND GUARANTEE SYSTEM.**—(1) At Departmental Telegraph Offices and at such Combined Offices as the Head of a Circle may specify in this behalf, inland telegrams may be accepted without prepayment from any person who has (a) made at the Telegraph Office from which the telegrams are to be sent a minimum deposit in cash or Government promissory notes or Post Office Cash Certificates of a sum equivalent to the estimated cost of fourteen days telegrams plus fees for the up-keep of accounts, or (b) furnished to such Telegraph Office a letter of guarantee in the form annexed to this rule from a bank approved by the Director-General in this behalf for a sum equivalent to the estimated cost aforesaid.

Provided that subject to the approval of the Head of a Circle, the deposit to be made or guarantee to be furnished, by persons whose average expenditure on telegrams at the Office in question exceeds Rs. 800 a month shall be, or shall be for, Rs. 1,000 only and that the account in such cases may be rendered monthly.

(2) The Telegraph Office concerned shall submit to each such person a weekly account showing the cost of the telegrams accepted under this rule and the fees charged for the up-keep of the account.

Provided that the account may, at the request of the person concerned, be rendered at intervals greater than a week if the deposit or sum guaranteed is increased accordingly.

(3) The fees for the up-keep of accounts referred to in the two preceding sub-rules shall be at the rate of twelve annas for every twenty-five telegrams despatched by the depositor plus twelve annas for the remainder, if any, of such telegrams.

(4) No telegram shall be accepted under this rule from a person whose deposit is exhausted or whose debt to the Telegraph Office equals or exceeds the amount secured by his letter of guarantee, until the deposit has been renewed, or the debt paid and, if it has been paid by the guarantor bank under the terms of the letter of guarantee, a fresh letter of guarantee has been furnished.

#### FORM OF LETTER OF GUARANTEE.

To

The SECRETARY of STATE for INDIA in COUNCIL.

In consideration of your having at our request agreed to waive the deposit you are entitled to demand from .....under Rule..... of the Indian Telegraph Rules, 1932, in respect of.....

.....We..... hereby undertake to pay to you on demand any amount due from the said ..... on account of the said service being given Provided this agreement shall be terminable by either party on giving to the other ..... weeks notice in writing without prejudice to liability incurred before the expiration of such notice and Provided Further that we shall in no event be liable to pay a greater sum than Rupees .....

Signed and sealed

on behalf of

Bank .....

by .....

Dated this .....day of .....

\*246. The Deposit Account system is not applicable to State telegrams.

The deposit is intended to cover *all* charges on telegrams, including supplementary charges such as "Reply prepaid", "Express delivery", "Late fees", etc.

\*247. For detailed rules of procedure regarding the Deposit System, *vide* rules in the *Message Revenue Account Code*.

\*248. Deposits may be refunded on the authority of the Head of the Circle, but no refund should be allowed, without the previous certificate of the Audit Office, to the effect that the corresponding credits are outstanding.

\*249. The Government of India have, as a special case, sanctioned the acceptance of telegrams from the Consul General for Japan at Calcutta and Simla without prepayment and without a deposit in advance, subject to the conditions that the account of the sums due from him are settled at the close of each month.

#### *Postage Stamps.*

**87. AFFIXING STAMPS.**—Stamps tendered in payment of a telegram shall be affixed by the sender to the telegram form in the space allotted for the purpose, and shall be defaced by the counter clerk with the name and date stamp of the office.

**88. SPOILT OR DEFACED STAMPS.**—Postage stamps which have been obliterated, defaced, torn, cut or otherwise rendered imperfect, or which have any word, letter, figure or design written, printed or impressed upon them, otherwise than by the authority of Government before being affixed, or which have been cut or otherwise, separated from embossed envelopes, postcards or wrappers, shall not be accepted in payment of a telegram.

NOTE.—The perforation of postage stamps, with initials or other identifying marks, traced in minute holes, is not prohibited.

\*250. The cost of the message after being valued according to the class, *Express* or *Ordinary*, must be entered in the space for *Charge* on Form A. If the message be not already stamped by the sender, stamps of the exact value (using in smallest possible number of stamps\*) should be handed back with the message for the stamps to be affixed to the form by the sender in the space allotted for the purpose. TELEGRAPH OFFICIALS ARE STRICTLY FORBIDDEN TO AFFIX STAMPS FOR THE PUBLIC. Inspecting Officers should see that this rule is rigidly enforced in all Government Offices.

251. In licensed offices when the cost of the telegram is paid for in cash the amount with the particulars of the message is recorded in the weekly statement of telegraph cash transactions (Form L. T. 28).

\* For different denominations of Postage Stamps, see clause 4 of the *Post and Telegraph Guide*.

When postage stamps\* are tendered in payment they should be firmly and uniformly affixed in straight regular rows on the reverse of the message. They must not overlap and each stamp must be securely gummed to the draft.

\*252. Postage stamps\* and post cards should be available for sale to the public at all Departmental telegraph offices during their working hours whether the local post offices are open or not.

\*253. In large towns, endeavours should be made to induce persons who send many messages to affix the stamps before sending their messages for acceptance at the Telegraph Office, as this will save much time in granting receipts and also prevent errors on the part of their messengers.

Counter Clerks must see that the stamps have been securely affixed to the form. They will then enter the Code Time, deface each stamp with the Name and Date Stamp, taking care that the large size stamps of Rs. 2 and over are defaced in such a manner that part of the impression appears on the form but the major portion on the stamp.

\*254. In addition to the defacement with the Name and Date Stamp of the office, each stamp of the value of one rupee and upwards affixed to telegrams should be defaced, *before the message is transmitted*, by two lines drawn crosswise (x) over each stamp, with a blue or indelible pencil. In large offices, this additional defacement of high value stamps may be made crosswise with two blows of a special rubber stamp which, together with inking pad and coloured ink, is obtainable on indent from the Controller of Telegraph Stores, Alipore. In Departmental offices care should be taken to see that letters G. T. O. in the Name and Date Stamp appear on each stamp.

\*255. In the event of stamps being found missing from message drafts, the value of the missing stamps is liable to be recovered from the official at fault.

#### *Receipts.*

**89. RECEIPT.**—A receipt stating the number of the telegram and the charges paid may be obtained for each telegram accepted for transmission at a telegraph office or postal receiving office. Duplicate copies of receipts for telegrams shall not be given.

256. A receipt in Form A. R. (or, in Licensed offices Form L. T. 5), will be prepared and made over to the sender of every message bearing the following particulars :—

- (a) Value of the message,
- (b) Sent Serial Number,
- (c) Name and Date Stamp of the office,
- (d) Initials of the Counter Clerk granting the receipt.

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\*For different denominations of Postage Stamps, see clause 4 of the *Post and Telegraph Guide*.



If a State message is paid for in cash, the receipt should contain the above particulars; if paid for in Service stamps, it should contain the same particulars with word "*State*" (para. 178); if tendered in an O. H. M. S. form, it should contain the particulars at (b), (c) and (d) with the letter "O. H. M. S." (para. 183); if paid for by impressions of a franking machine it should have, besides the above particulars the words "Franking machine" endorsed.

Messages accepted on the Deposit Account system should have the value entered in the receipt granted to the sender. The words DEPOSIT ACCOUNT should be impressed by means of a rubber stamp on the receipt granted to the sender and on the A message form. In the latter it should be impressed on the space for stamps. These rubber stamps may be obtained on indent from the Controller of Telegraph Stores, Alipore, and a complete set of stamps, pad and ink may be furnished to depositors; if required, at a cost of one rupee per set.

When a reply to a message is sent to a Telegraph Office by a Telegraph messenger, the Receipt should be posted to the sender "On H. M. S."

Entries on the Receipt may be made in pencil, care being taken not to use too hard a pencil and to write plainly.

Receipt Forms may be issued in reasonable quantities to senders of messages to enable them to write any remarks, such as office of destination, etc., on the Receipt before presenting the message (accompanied by its Receipt) for transmission. In case where the receipt is combined with the message form, the sender's remarks should be made on the back of the receipt portion of the form.

#### *Recoveries on delivery.*

**90. TELEGRAMS FROM SHIPS.**—Telegrams arriving by mail steamer or other vessel for onward transmission by telegraph as inland telegrams may be transmitted without prepayment; but no such telegram, whether prepaid or not, shall be transmitted until the name of the vessel from which it is received is known at the telegraph office.

**91. TELEGRAMS FROM MILITARY FIELD TELEGRAPH OFFICES.**—When at a Military Field Telegraph Office prepayment is impracticable, inland private telegrams, addressed to any office other than a Military Field Telegraph Office, may be accepted "bearing" (i.e., charges payable on delivery).

**92. RECOVERY OF BEARING AND OTHER CHARGES FROM ADDRESSEE.**—When a charge is due on delivery (Rules 11, 13, 90, 91, 105, 111 and 155), the telegram shall be handed to the addressee only upon payment of the amount due provided that in the

case of State telegrams addressed to Government officials, the addressees shall pay the bearing charges (Rules 12, 13, 90, 91 and 132) into the Telegraph Office within 24 hours.

257. When a message (Private or State) on which charges are due from the addressee is sent out for delivery, the particulars of the amount due should be entered on the under copy of the C form in the space "Charges to pay". The particulars of the number of the telegram, the office of origin, the addressee's name and the amount due should also be entered in ink in Form T. I. 27 (or, in case of Licensed offices, L. T. 13), which should be stamped with the name and date-stamp of the office. In handing over the telegram and Form T. I. 27 or L. T. 13 to the peon for delivery, he should be instructed to first present Form T. I. 27 or L. T. 13 to the addressee, in order that the charges due may be paid, and that, if the charges are paid, the telegram should be delivered but not otherwise. In the case of State telegrams addressed to Government officials the addressees may however be allowed to pay the bearing charges into the telegraph office within 24 hours of delivery. If the person to whom the Bearing message is intended has a Deposit Account (para. 246), the charges due should be debited to the Deposit Account and the message delivered as a fully paid one.

On recovery of the charges they should be converted by Government offices into stamps and affixed to the back of the office copy of the C message form concerned, and defaced with office date-stamp.

When a message (Private or State) on which charges are due from the addressee, has to be delivered by post, it should be sent to the Postmaster with a memorandum stating the amount due and requesting that the same be remitted in stamps as soon as possible. The stamps should be affixed by the Postmaster to the memorandum accompanying each telegram and defaced with the office name and date-stamp. The memorandum should then be posted to the Telegraph Office concerned in an unregistered cover. In cases of delay in recovering such charges, the Postmaster must be reminded of the claim. If the telegram is undelivered, or the addressee refuses to pay the charges, a Service Advice of non-delivery should be sent by *post* to the office stating the amount to be recovered from the sender (*see* Indian Telegraph Rule 107).

If any charges prove irrecoverable from the sender, the matter must be reported to the Postmaster-General or in case of licensed offices, the Audit office for further action.

If such charges are recovered by Government offices after the despatch of the message draft to the Check Office, the amount in stamps, duly defaced, must be sent to the Check Office with particulars. For recovery of charges due on Inland Press messages, see rules in the *Message Revenue Account Code*.

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*Undercharges.*

93. ANY UNDERCHARGE made in error, and charges and expenses not recovered from the addressee of an inland telegram in consequence of his refusal to pay them, or the impossibility of finding him, shall be recovered from the sender.

258. Undercharges on Inland messages received by post from a receiving Office, addressed to places in British India or in Ceylon, must be recovered from the addressee and the words R. T. P. Rs.—As.—*undercharged* entered in Service Instructions before the telegrams are transmitted.

When an undercharge is detected by the office of origin, or when an undercharge statement is received from the Check Office, the amount should, if possible, be recovered from the sender or other person who was originally liable for the payment. In the event of recovery being impossible, the amount is liable to be made good by the official at fault. For rules of procedure regarding undercharge *vide* rules in the *Message Revenue Account Code*.

NOTE.—In cases where the correct amount was originally collected from the sender and the loss is due to subsequent fault of the telegraph service, the sender should not be asked to make good the loss or undercharge without the orders of the Head of the Circle.

*Overcharges.*

94. ANY OVERCHARGE made in error, or the value of stamps in excess affixed by the sender of an inland telegram shall be refunded to the person entitled thereto upon application made by him as provided under Rule 175.

For rules of procedure regarding overcharge, see rules in the *Message Revenue Account Code*.

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CHAPTER VIII.

## INTERRUPTION OF TELEGRAPHIC COMMUNICATIONS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

*Transmission in duplicate.*

95. When owing to an interruption in telegraphic communication an inland telegram cannot be transmitted by the ordinary route between two telegraph offices, the office beyond which the interruption occurs, or an office situated further back, shall forward the telegram immediately by an alternative telegraph route or, if no such route is available, by special messenger or by post (registered, if possible).

96. If an inland telegram is retransmitted by means other than telegraphic it shall be addressed by the retransmitting office either to the nearest telegraph office in a position to retransmit it, or to the office of destination, or to the addressee himself. As soon as communication is restored the telegram shall be transmitted afresh by telegraph, unless its receipt has been already acknowledged, or unless, by reason of exceptional congestion of traffic, such retransmission would be obviously prejudicial to the service as a whole.

*Interruption.*

259. Detailed instructions regarding the procedure to be observed during interruptions of communication are given in para. 41.

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## CHAPTER IX.

## CANCELLATIONS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

97. The sender of an inland telegram or his authorised representative may on establishing his identity cancel the telegram at any time before transmission has begun, and in such case the charges paid, less a fee of four annas, shall be at once returned. If the telegram is in course of transmission, or has already been despatched, it may be cancelled only by a paid service advice addressed under Rule 57 to the office of destination. If, in addition, the sender wishes to be informed by telegraph of the manner in which his request has been acted upon, he shall deposit the cost of the return telegram; otherwise he shall be informed by post. If the telegram has been delivered to the addressee, the latter shall be informed of its cancellation unless the service advice contains instructions to the contrary.

260. A message may be cancelled at the verbal or written request of the sender or his authorised representative. If the request to cancel be verbal, the word *Cancelled* must be written across the message form and signed by the sender or his representative, or, if the request to cancel be made by letter, the letter must be attached to the message, and the word *Cancelled* written across the latter and signed by the counter clerk or the official cancelling the message. Refund of the charges should be dealt with according to rules in the Message Revenue Account Code.

If transmission has been commenced the message can only be cancelled by a Paid Service Advice (see para. 220), the cost of which must be defrayed by the original sender. The Advice may be either *Express* or *Ordinary* at the wish of sender, but the former is preferable.

If an A message be cancelled after transmission by means of a Paid Service Advice, it should be dealt with according to para. 231.

When a Telegraph office receives a Service Advice cancelling a C message, if the message has not been delivered, it should write the word *Cancelled* on the upper and lower copies of the message and attach the Service Advice as the authority for the cancellation. If the message has been delivered to the addressee, he should be informed of the cancellation unless the Service Advice contains instructions to the contrary (see Indian Telegraph Rule 97). In either case, the office of origin should be informed by post of the action taken. This intimation should be sent by telegraph, if the cost of a reply telegram has been paid. The office of origin on receiving the intimation should communicate it to the sender who asked for the cancellation of his message.

## CHAPTER X.

## DELIVERY AT DESTINATION.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

[*Rules in parais. marked\* do not apply to licensed offices.*]

**98. ACCORDING TO ADDRESS AND ORDER.**—Inland telegrams shall ordinarily be delivered at the residences of the addressees, or, if addressed “*telegraphe restant*” or “*poste restante*” or “*care of telegraph office*” shall be kept at the Telegraph Office or Post Office, as the case may be, till called for. By the purchase of a window delivery ticket, rates for which shall be notified in the *Post and Telegraph Guide*, firms or individuals may have all telegrams addressed to them delivered to their peons or servants at the window of the telegraph office. Inland telegrams shall, in all cases, be delivered at, or forwarded to, their destinations in order of receipt.

**99.** An inland telegram addressed to a registered abbreviated address for which special instructions for delivery by telephone are registered (Rule 110) or addressed to a person by his telephone number (Rule 34) may be telephoned to the addressee. In other cases a telegram may with the consent of the addressee be delivered by telephone if this method of delivery is convenient to the Telegraph Office. Whenever delivery is made by telephone a confirmatory copy of the telegram shall be sent to him by the first available post at the address given against the telephone number in the Telephone Directory.

**261.** If the telephone number to which a telegram has been addressed is engaged, the telegram may be diverted to several alternative telephone numbers. Any person willing to avail himself of this facility should register at the local telegraph office particulars of the different telephone numbers which should be called, up to a limit of four, on payment of a fee of Rs. 5 yearly or Rs. 2-8 half yearly. if a fee for a registered abbreviated address has already been paid by the applicant; otherwise a fee of Rs. 20 yearly or Rs. 12 half-yearly should be levied for such registration. If more than four alternative telephone numbers are required to be registered, an additional fee of Rs. 5 yearly or Rs. 2-8 half-yearly must be paid for each such number beyond four.

**100. FREE DELIVERY LIMITS.**—Inland telegrams shall be delivered free of charge within five miles of a Telegraph Office. Beyond this distance, telegrams shall be delivered either by post without additional charge, or by such other means as may have been arranged and paid for by the sender (Rules 139—145):

Provided that from Railway Telegraph Offices at stations where the traffic is not sufficient to justify the maintenance of a special delivery staff, telegrams shall ordinary be delivered by hand within the railway

station limits only, and telegrams for places outside such limits shall ordinarily be delivered through the post.

101. If in any case owing to floods or to any other cause a place at which an inland telegram is to be delivered cannot be reached otherwise than by boat the provisions of Rule 104 shall apply.

102. **PERSONS TO WHOM TELEGRAMS MAY BE DELIVERED.**—An inland telegram taken to the addressee's place of residence may be delivered either to the addressee, to an adult member of his family, to any person in his service, to his lodgers or guests, or to the porter of the hotel or the house, unless the addressee has by written notice to the Telegraph Office named a special representative, or the sender has by writing on the telegram form the special instruction "M.P." [Rule 18 (d)] requested delivery to the addressee in person. In the event last named the office of destination shall write the instruction "Addressee only" in full on the envelope and the telegram shall then be delivered to none other than the addressee.

103. **OPEN DELIVERY.**—The sender may by writing on the telegram form the special instruction "Open" [Rule 18 (d)] request open delivery of the telegram, and in such case the instruction shall be reproduced on the addressee's copy of the telegram which shall be delivered without an envelope, simply folded, with the address written on the back.

104. **TELEGRAMS TO BE KEPT TILL CALLED FOR.**—When an inland telegram bears the special instruction "T.R." [Rule 18 (d)] it shall be delivered to the addressee or his duly authorised representative over the telegraph counter. Telegrams bearing the special instruction "GP" [Rule 18 (d)] shall be handed to the Post Office by the Telegraph Office of destination, and shall then, as regards delivery and period of preservation, be subject to the same rules as postal correspondence.

105. **DELIVERY ON SHIPS.**—(1) Inland telegrams addressed to passengers on board a vessel arriving at a port shall be delivered, if possible, before disembarkation.

(2) When an inland telegram has to be delivered on board a ship which cannot be reached without a boat (i.e., when the ship is not alongside a wharf, pier or jetty) or at a place which cannot be reached without a boat, the boat-hire, if not prepaid by the sender, shall be paid by the addressee. If the sender has paid the boat-hire and wishes the telegram sent on board at night the special instruction "BPD", or "BPDN" [Rule 18 (d)] shall be entered on the telegram form. Boat-hire prepaid but not expended shall be refunded on application in accordance with the provisions of Rule 175.

Note—Information regarding fixed express charges for boat-hire for certain places in India, in Burma or in Ceylon may be obtained from any Telegraph Office.

**106. REPLY GIVEN TO MESSENGER.**—Save in the case of delivery by the ordinary post the messenger who delivers a telegram may be entrusted with a reply telegram provided he be not retained for this purpose more than five minutes. The fact of a reply telegram having been given to the messenger, and the amount paid to him in respect thereof, shall be mentioned on the receipt signed for the original telegram.

*Delivery.*

232. C messages are written on C forms (in Licensed offices Form L. T. 2), and a carbonic copy is taken. Carbonic paper is cut into pieces  $8\frac{1}{2}$ " by  $4\frac{1}{2}$ ", and should be adjusted so as to duplicate on the under copy everything which is required for the information of the addressee, including the time of receipt in the office.

When using carbonic paper the writing on the paper below will be clearer if a piece of zinc plate be placed below it.

If a message appears to contain any error or omission it should not be delayed for correction; if the correction cannot be obtained at once, the message should be delivered with a note stating that the correction has been called for and will follow.

C messages are sent immediately after receipt to the delivery table where both copies are date-stamped. An envelope (Form T. I. 56 or in case of Licensed offices L. T. 6) as well as the upper and lower copies are then numbered in the place indicated. A separate C number should be assigned to each address in a multiple telegram. Numbers already allotted must not be altered once the messages have been delivered.

With a view to prevent<sup>d</sup> delays and to guide the peons in delivery, *Immediate, Important and Double rate* telegrams should be sent out for delivery in special pink envelopes (T. I. 57).

Fresh numbers should be started daily at midnight (or as soon after as the office opens). Numbering machines are only supplied to offices which deal with more than 150 C telegrams per day; other offices will number by hand using a tick off sheet.

The carbonic copy of the telegram must be enclosed in the envelope at the addressing table by the addressing clerk. Special care must be taken to prevent any unauthorised persons, such as delivery peons or delivery clerks, from learning the contents of a telegram.

Addressed covers must be kept ready for telegrams for delivery to well-known officials, firms, and individuals. These may be printed or typewritten as found necessary to meet requirements. When possible the address in the vernacular should be added to assist the peon in delivery.



Heads of Offices should take steps to prevent blank C forms or envelopes or office date-stamps being handed to members of the public on any pretext whatever, or being kept in such a position that the public can readily abstract them.

Service telegrams should not be numbered, but the covers containing them must be numbered in order to keep a record of the number of telegrams delivered by peons. These numbers should be taken from a separate series, for which purpose the last column of Form T. I. 153 may be used and headed "Service Telegrams". The name of the addressee must be entered briefly in the column "Remarks". Service telegrams delivered in office are not to be put into envelopes.

In Licensed offices Railway Service messages addressed to officials within the station premises may be delivered open with a peon book. Those addressed to officials outside should be sent out in gummed envelopes.

The envelope must be addressed exactly as shown in the telegram, abbreviated addresses being written out in full as shown in the register of abbreviated addresses.

The addressing clerk is responsible that every telegram sent out for delivery is legibly written and is clean and distinct.

**263.** Messages must be sent out for delivery in the proper telegraph envelope (Form T. I. 56, T. I. 57 or, in case of Licensed offices, Form L. T. 6), except when they contain the Service Instructions *Open* or when they are for window delivery (see para. 270). The officer who passes a message as in order for delivery must see that the flaps of the envelope are properly fastened. The number of the peon who takes the telegram out for delivery and the time sent out must be noted on the Received Telegram Delivery Sheet (Form T. I. 153 or in case of Licensed offices Form L. T. 10) against the number of the telegram entrusted to him; the time the telegram was made over to the peon and the time he returns should also be noted in Form T. I. 117 (or in case of Licensed offices Form L. T. 9).

Peon's Delivery Receipts (Form T. I. 117 or L. T. 9) and Received Message Delivery Sheets (Form T. I. 153 or L. T. 10) should be retained in Telegraph offices for a period of twelve months from the month following that in which the entries are made.

In cases where persons are unable to sign for telegrams delivered to them, the delivery peons should in addition to writing the names of such persons in the Peon's Delivery Receipt Form T. I. 117 (or L. T. 9), require the latter to put their mark instead of signature on this Receipt.

The Received Message Delivery Sheet (Form T. I. 153) is intended principally for large offices. In small offices Form T. I. 105 (and in Licensed offices Form L. T. 11), should be used for numbering C

messages, the particulars regarding "Time sent out" and "Peon's No." being entered against each number. Form T. I. 105 or L. T. 11 should also be retained in Signal offices for a period of twelve months.

Received Message Delivery Sheets (Form T. I. 153 or L. T. 10) or in small offices Form T. I. 105 or L. T. 11 should be carefully checked each morning to see that all "C" messages of the previous day have been duly sent out for delivery.

**264.** In order to facilitate the delivery of messages and to obtain acknowledgments for the same, as rapidly as possible, Heads of Offices must arrange with Public Offices, Firms, Hotels, Clubs, Boarding Houses, etc., to appoint a definite place at which, and a definite person to whom, messages may be delivered. It should be explained to them that this arrangement is proposed in order to prevent peons wasting time searching for individuals.

**265.** Every message received during working hours, or between 6 and 23 hours in large offices, should be on its way to the addressee within five minutes of its receipt at the instrument.

Express messages, other than Immediate XXR, XXW and State messages relating to capital sentences or reprieves are not accorded precedence over Ordinary messages in delivery.

Except as stated in paras. 297 and 299, Telegraphic Money Order Advices are dealt with in Delivery offices exactly in the same way as any other message. Telegraphic Money Order Advices, whether *Express* or *Ordinary*, should be delivered to the Post Office when the Telegraph Office is open for business or during the latter's closed hours, if late fees have been paid (*vide* para. 68), but not before 6 hours or after 21 hours in any case. When a Central Office receives a telegraphic money order advice addressed to a local Combined Office during hours when the latter is closed, it should be made over to the principal Post Office for disposal. Other telegrams to local offices should be delivered direct as usual.

A batch of five telegrams or fraction thereof, delivered at the same time to the same addressee should be counted as one telegram for the purpose of determining task work earnings. Telegrams for separate individuals or firms in the same building should be counted individually, *i.e.*, as one message for each addressee.

All Service telegrams except those relating to interruptions and signal office traffic should be collected and delivered at fixed intervals at 6, 18 and 20 hours; but between 10 and 16 hours they should be delivered immediately on receipt. For each addressee a cover should be used for as many service telegrams as it will contain. Service telegrams relating to interruptions should be delivered as soon as received, day or night, or in accordance with the instructions of the

officer concerned. Service telegrams relating to signal office traffic should be attended to immediately on receipt.

Telegrams held back after 23 hours must be sent out for delivery at 6 hours punctually, or as soon as the office opens.

With the sanction of the Postmaster-General concerned the delivery of ordinary messages may cease in offices in Assam after 22 hours, and in Kathiawar, Gujarat, Sind, Baluchistan and in the North-West Frontier Province after 24 hours (Indian Standard Time).

\*266. Mobilisation telegram (para. 179) should be placed by Telegraph offices of destination in the special yellow cover, India Army Form F. 941, and the word "*Telegram*" should be entered in red ink on the cover below the words "*On His Majesty's Service*". Mobilisation telegrams addressed to places within the free delivery radius of Telegraph offices should be delivered by telegraph messengers enclosed in the special covers. If they are addressed to places beyond the free delivery radius, they should be enclosed in the special covers which should be presented at the registration counter of the Post Office for registration "*On His Majesty's Service—Telegraphs*". The words "*Mobilisation cover*" will be written across the registered article receipt granted by the Post Office. If any Telegraph Office does not happen to possess the special covers at any time, the word "*Mobilisation*" should be endorsed on the ordinary telegram cover in red ink and the message should be delivered by the Telegraph Office or posted as the case may be. A stock of the special envelopes for the delivery of mobilisation telegrams will be kept by the Controller of Telegraph Stores and Telegraph Offices requiring them should indent on that officer for their requirements.

NOTE.—Mobilisation telegrams addressed to places served by railway telegraph offices, but which are beyond the free delivery radius of such offices, should *not* be transferred to the railway telegraph system, but should be posted to their destination direct by the Government offices of transfer.

267. Messages addressed "*Post Box No. ———*" (Indian Telegraph Rule 34) should be delivered to the Post office concerned.

268. Messages addressed by telephone number ——— should be delivered at the address shown in the Telephone Directory against such number. For this purpose it is necessary that the Head of the office should arrange to supply the delivery branch with lists of telephone subscribers arranged in numerical order and showing the addresses of their residence and to keep them corrected up to date. If the telephone directory does not show the subscribers numerically arranged, it will be necessary to obtain such lists from the Divisional Engineer, Telegraphs. In case the name of the addressee is different from the name as shown in the Telephone Directory against the number, the telegram should nevertheless be delivered to that address. If the telephone number shown as address in the telegram does not appear in the Telephone

Directory, the telegraph office should obtain on the telephone from the Telephone Exchange concerned the necessary particulars of such address for the correct delivery of the telegram.

269. The duties of Telegraph messengers must be arranged to suit the flow of traffic. Too many messages must not be given out at one time, and care should be taken to check the time taken in delivery. If delivery cannot be effected at the address given on the envelope, the message is to be brought back to the office for further action.

270. Firms or individuals who desire to have their messages delivered to their own peons at the Telegraph Office may on payment in advance of a fee calculated at the rate of one rupee a month for the number of months from the month of issue of the ticket to the following March both inclusive be granted tickets on Form T. I. 129, entitling them to such delivery. The payment of the fee may be either in cash or by cheque. No refunds will be allowed.

For disposal of the fees realised, see rules in the *Message Revenue Account Code*.

Messages will ordinarily be delivered to the peons of Window delivery ticket-holders between the hours of 6 and 23, but, if the messenger be not present, any messages detained more than 15 minutes will be sent out by one of the Telegraph delivery peons.

The peons of Window delivery ticket-holders are required to wear a neat dress and a belt with a badge marked "Telegraph Messenger" followed by the name of the firm.

These peons, while waiting on the office premises, are required to remain in the place allotted to them, are not allowed to wander about the office and must obey all lawful orders. Any grave irregularity on the part of a peon in conforming with these rules should be brought to the notice of the ticket-holder and he will be required to replace the offender by a man amenable to orders, or the ticket is liable to be cancelled.

If a window delivery ticket is reported to have been lost, a duplicate may be issued to the ticket-holder on payment of a fee of one rupee. The ticket-holder should be given to understand that he must accept all risks which may arise from the unauthorised use of the lost ticket. The delivery staff should be cautioned to see that the original ticket is not used by any unauthorised person. If the original is subsequently presented by the ticket-holder, the duplicate should be confiscated and cancelled, but no refund should be made.

271. All delivery offices should possess lists showing the approximate distances to various places in the vicinity and the time allowed to peons for traversing the distances. By means of this list and by

an occasional special check upon any peon suspected of loitering, delay may be prevented without the keeping up of special records day by day. The list should be in the attached form :—

Place.	Distance.	Time allowed for delivery at three miles an hour rate of walking, and seven miles on bicycle.	
		On foot.	On bicycle.

\*272. A list of streets and roads in the delivery area of each Local Office must be kept at the circulation table. Where available, the Post Office Town Delivery Book may be used. Similarly, a list of the abbreviated addresses of residents in the delivery area of all Local Offices must be kept up. Each Local Office must be supplied with a copy of this list as far as it relates to its delivery area, and any alterations in these lists must be communicated by the Central Office. The latter office must be kept informed of any alterations originating in Local Offices.

\*273. All telegrams intended for delivery by Local Offices are to be separated at the addressing table and sent to the circulating table for disposal. These telegrams should receive a B and not a C number in the Central Office. All such telegrams held back after 23 hours must be delivered by the Central Office at 6 hours if the Local Office opens after 6 hours. The general principle to be followed in deciding whether a message should be delivered by the Central or Local Office is that messages should be delivered by the office which is able to effect delivery to the addressee quickest. The Central Office should exercise discretion and deliver messages in case a Local Office does not answer within a reasonable time.

274. Messages for places within the free delivery radius of the office at which tendered can be accepted from the public at the usual rates for Inland telegrams. The A telegram will be copied on a C form in duplicate and the under copy sent out for delivery as if received by wire, unless delivery by a Local Office can be effected. On the A and C forms of messages delivered by the office of origin there will be no Sent or Received particulars of transmission or receipt, but the following remarks should be entered :—

(1) On the A form of the message accepted from the sender,—  
"See C No. \_\_\_\_\_".

(2) On the upper C form prepared for the office record,—“See  
A No. \_\_\_\_\_”

Messages should only be posted—

- (a) if the address contains instructions to that effect,
- (b) if the residence of the addressee is known to be outside the five-mile delivery radius (Indian Telegraph Rules 100-101).

**275.** Delay is sometimes caused in obtaining the signature of the addressee on the receipt. Orders must be given to messengers *not to wait*; if a message is not accepted at once, the messenger should hand the notice form (T. I. 103) to any servant who will take it, or failing this, leave the notice on the premises and take the message back to the office, where it should be kept till called or sent for. All messengers should be supplied with a few copies of Form T. I. 103.

If the message is taken by the addressee, the messenger must always wait to have the receipt Form T. I. 117 duly signed, but if he is detained unreasonably he must report the matter on his return, and the Head of the Office must send a letter of remonstrance to the person who detained the messenger.

**276.** The free delivery radius (5 miles) does not apply to railway telegraph offices at stations where the traffic is not sufficient to justify the maintenance of a special delivery staff. At such stations messages are delivered by hand within station limits only; those for places outside such limits are delivered through the post. Railway telegraph offices receiving a telegram for delivery through the post in India should make out a delivery sheet in Form L. T. 9 in duplicate by means of carbonic process and either date-stamp it or enter in manuscript the name of the railway office and the date, after noting therein the number of the telegram and the addressee's name. The upper copy of the delivery sheet should then be enclosed together with the message in its own cover addressed to the addressee in another cover, marked "Telegram Urgent" and addressed to the post office of destination for despatch by the earliest mail. When there is a post office close to the Railway telegraph office, the cover marked "Telegram Urgent" should be delivered to the Postmaster who should sign the lower carbonic copy of Form L. T. 9 in token of having received the telegram. When the post office is at a considerable distance from the Railway station and a peon cannot conveniently be spared to take the cover marked "Telegram Urgent" to the post office for posting, the cover should be handed over direct to the postal peon who clears the letter-box at the Railway station under his signature on the lower carbonic copy of the Form L. T. 9. In the case of a Railway station where there is no letter-box or where there is a letter-box which is not cleared daily, the cover marked "Telegram Urgent" may be handed over to the R. M. S. sorter or travelling mail peon, a receipt being obtained from him by getting signed the lower carbonic copy of the Form L. T.-9. Such telegrams may be entered in the work memorandum of the section and sent advised in the

registered list to the office concerned. In case of Railway stations where no R. M. S. sections work or where there is no post office close by, the telegram should be delivered to any official of the post office who serves the Railway station. The post office of destination which effects delivery by post should after delivering the telegram return the signed delivery sheet in a service cover to the Railway telegraph office from which it was received. If the telegram cannot be delivered, the reasons for non-delivery are to be endorsed on the delivery sheet and the telegram together with the delivery sheet (L. T.-9) should be returned in a similar manner. The lower carbonic copy of the delivery sheet (L. T.-9) should be submitted with the message drafts of the station.

277. A telegraph office may, in order to effect prompt delivery, signal to another telegraph office to which it is connected by wire, during the working hours of the latter, any message entitled to be delivered by hand, the addressee of which resides nearer to the latter office than to the former office, even though the destination of the message be within the free delivery radius of the former office.

#### *Re-sending.*

278. In cases where an Inland message has been transmitted to a wrong place, the office of origin must re-send the message to the correct destination and direct the office to which it was erroneously sent, to cancel it. In messages re-sent, the word *Re-sent* must be inserted in the Service Instructions. The word *Re-sent* must not be manifolded on the under copy of the message sent out for delivery.

Similarly when the messages have been misrouted, they should bear the instruction *Misrouted* when signalled back.

It sometimes happens that the telegraph office named by the sender in the address of a message is not the proper office of delivery but another in the same neighbourhood, district or province: for instance in a message addressed "L. C. Chatterjee, Laluk Dibrugarh". If Dibrugarh is unable to deliver the message, it should arrange to forward it to Laluk with the Service Instructions *Misdirected Dibrugarh*. It must be distinctly understood that this rule applies only to cases where the misdirection is due to the sender not knowing which of two or more Telegraph offices in the same neighbourhood, district or province is the correct office of delivery. It does not apply to cases where an addressee has actually moved from a place served by one Telegraph office to a place served by another in a different town; in such cases the redirection charges should be levied according to Indian Telegraph Rules 111—113.

*Undelivered telegrams.*

**107. UNDELIVERED TELEGRAMS.**—When an inland telegram cannot be delivered, the telegraph office of destination shall send with the minimum of delay a service advice to the telegraph office of origin stating the cause of non-delivery and the amount of bearing charges, if any, unpaid at destination and payable by the sender. Such advice shall, where possible, be communicated to the sender by the telegraph office of origin:

Provided that no advice shall be sent under this Rule in respect of a telegram posted under Rule 101 and returned undelivered by the Post Office to the Telegraph Office which posted it, or in respect of telegrams addressed to await arrival, “poste restante”, “telegraphe restant” “care of Telegraph or Post Office” or “care of Station Master”, except when a charge has to be collected, in which case a service advice of non-delivery shall be sent by post at the expiration of the period prescribed for the retention of such correspondence in Rule 109.

**108.** If at the address given on the telegram the messenger is unable to attract the attention of any person to whom he is authorised, under the provisions of Rule 103 to effect delivery, a notice shall be left by the messenger at such address advising the addressee of the arrival of the telegram and intimating that delivery may be obtained on application at the Telegraph Office. The telegram shall then be brought back to the Telegraph Office, to be delivered to the addressee or his representative upon application. If the addressee, duly advised as above of the arrival of a telegram, fails to take delivery within 48 hours, non-delivery shall be reported in accordance with Rule 107.

**279.** The general instructions, as to how messages should be addressed, are contained in Indian Telegraph Rules 31—38 and paras. 160, etc., of this Manual.

In small towns, *i.e.*, in places other than Calcutta, Bombay, Madras, Karachi and Lahore, delivery should not be withheld of telegrams with insufficient addresses intended for persons about whose identity there can be no doubt. If a person appears to receive telegrams regularly which do not bear a sufficient address he should be asked to register an address (Indian Telegraph Rule 39). When, however, telegrams have been delivered to a person for a considerable time without question, telegrams for him should not be held up by telegraph offices without the special orders of the Postmaster-General of the Circle.

In the case of telegrams for persons who have registered abbreviated addresses, every endeavour should be made to deliver such telegrams if there is no doubt as to the identity of the addressee, even if the address has been irregularly abbreviated. Thus, if Messrs. Manton and



Co., Calcutta, registered the abbreviated address *Rifles* and if a message were received addressed to *Manton, Calcutta*, delivery should be effected. But if the address of a message contains a surname only and if there are several persons or firms of that name in a place and if there be any doubt as to which person or firm it was intended, the Department is not bound to attempt delivery of the message.

Special endeavours must always be made to effect the delivery of telegrams which may be directed in an imperfect or insufficient manner to persons of distinction, European or Indian, who may be travelling from place to place, and whose actual address may be quite unknown to the sender. If the personal knowledge of the delivery clerk does not enable him to direct the peon, he should refer to the Telegraph Master or to the officer in charge, and a reference should be made to the address book maintained at the public counter (Rule 139) or the Post Office if necessary before either attempting delivery or reporting non-delivery of the message to the sender.

At least two attempts should be made to effect delivery of all telegrams. If a telegram is undelivered at the first attempt a notice should be left at the address given in accordance with Indian Telegraph Rule 108. When a telegram is brought back to the office undelivered, the returned message should be examined to see if the envelope has been properly addressed. If no one calls for the telegram within 48 hours after the notice has been served a second attempt at delivery should be made the following morning at about 10 o'clock or when firms and offices open, and if delivery cannot then be effected a report regarding non-delivery should be sent to the office of origin by means of a service telegram. The service telegram besides containing the usual references necessary for tracing should contain the word "unclaimed". This will indicate that there was no one to take delivery when a first attempt was made by the office of destination, that a notice was left at the address given, but no one called for the telegram within 48 hours, and that a second attempt on the following day also failed to effect delivery. Special attempts at delivery should be made in the case of business firms during holidays when places of business remain closed. The Officer-in-charge of a telegraph office should use his discretion in the matter of the second attempt at delivery so as to ensure that this is made at the earliest time possible after the addressee's office is open for business.

When the addressee of a telegram cannot be found, Departmental offices and railway offices, where there are special delivery staff, should make enquiries at an early stage at the Post Office as to whether the addressee left any instructions or whether his new address is known.

280. When an office finds it is unable to effect delivery of a message, a T message should be sent to the office of origin intimating the fact

of non-delivery and the cause thereof, reproducing the address exactly as received so that in case of any error in transmission it may be corrected by the office of origin. Except in cases in which the addressee has left his place without leaving his address in which cases the full address as received need not be reproduced. The message should be prepared in this form :—

<i>Class Prefix</i>	.	.	.	.	.	.	T.
<i>Code Time</i>	.	.	.	.	.	.	MB.
<i>To</i>	.	.	.	.	.	.	MS.
<i>Text</i>	.	.	.	.	.	.	OA/20 Ram Nath Chowringhee address insufficient (or not found, etc.).
<i>From</i>	.	.	.	.	.	.	CA.

NOTE.—If this report is sent on the same day the original message was handed in there is no need to quote the date after the Code Time in the reference given in the text, the only reference which would be required being “OA,” i.e., the Code Time at which the original message was accepted at Madras, the date “20” being omitted thus:—“OA Ram Nath Chowringhee, address insufficient” (not found, etc.).

On receipt of a non-delivery report, the office of origin must verify the address and, if no error or omission be detected it must immediately inform the sender of the fact (in Form T. I. 1 or, in case of Licensed offices Form L. T. 14) that his message has not been delivered, giving him the reason as stated in the Service message and when this has been done the fact should be noted on the Service message reporting non-delivery.

If the address given in the non-delivery report be incorrect, a Service message should be sent quoting the correct address but no alteration or addition to the address furnished by the sender can be intimated to the office of destination except by means of a Paid Service Advice for which the sender must pay. The advice of non-delivery (in Form T. I. 1 or L. T. 14) should be delivered to the sender by messenger except when he is living beyond the free delivery radius when it may be posted.

If the sender has left the place of origin, the advice of non-delivery should be posted to his revised address in India unless he has specially requested that it may be notified to him by wire and the telegram charges recovered from him on delivery.

All Service messages on the subject should be attached to the messages concerned.

Service messages should not be sent in reply to non-delivery reports pointing out that the messages reported as undelivered are in reply to Reply Paid or other messages previously despatched from the office reporting non-delivery. It is the duty of the sender of a message to telegraph his full address if there is any likelihood of this not being known to the person to whom he is telegraphing. If the sender of a Reply Paid message tenders the message himself, the necessity of his telegraphing his full address to ensure the reply reaching him should be pointed out to him.

281. Should it be found that the message can be delivered after non-delivery has been reported, a Service message should be sent cancelling the previous message. It should be in this form :—

<i>Class Prefix</i>	.	.	.	.	.	.	T.
<i>Code Time</i>	.	.	.	.	.	.	OC.
<i>To</i>	.	.	.	.	.	.	MS.
<i>Text</i>	.	.	.	.	.	.	OA/20 Ram Nath dead.
<i>From</i>	.	.	.	.	.	.	CA.

In the case of a message on which a Telegraphic Notification of delivery has been prepaid, the notification should take the place of this second service message.

282. The office copies of all messages reported *undelivered* should be endorsed or impressed with the word *Undelivered*. All non-delivery reports and other Service messages sent or received regarding them and cancelled Reply Paid Message Forms (if any), together with the address-see's copies of the original messages and their delivery envelopes, should be kept in deposit for two weeks.

283. Care must be taken that the non-delivery of every redirected message is reported, in the first instance, to the office which redirected it, in order that the redirection charges, if any, may be recovered from the person who signed the notice and undertook to be responsible for the charges. The redirecting office will, in the ordinary course, report non-delivery to the office of origin, which will duly inform the sender and collect from him any charges that may still be due for redirection, etc. If the sender refuses to pay the charges due, the case should be reported to the Postmaster-General or, in case of licensed office, to the audit office, for orders.

#### *Unclaimed telegrams.*

109. **UNCLAIMED TELEGRAMS.**—Inland Telegrams unclaimed, or not delivered, shall be preserved for two weeks by the office of destination.

See rules of procedure regarding unclaimed telegrams in the *Message Revenue Account Code*.

#### *Standing instructions regarding delivery.*

110. **DIRECTIONS ABOUT DELIVERY.**—In offices for the time being declared by the Director-General to be offices where delivery work is heavy, the same fee shall be levied for the registration of standing instructions regarding the delivery of telegrams during fixed hours as for the registration of an abbreviated address (*vide* Rule 38). In such offices if the fee for a registered abbreviated address has already been paid by the applicant, an extra fee of Rs. 5 yearly, or Rs. 2-8-0 half-yearly, as the case may be, shall be levied for the registration of

each separate special delivery instruction, and a fee of Re. 1 for each change in any one of such instructions. The fees prescribed above shall be leviable also from British Government officials, or officials of Indian States for the registration of standing instructions, regarding the delivery of telegrams during fixed hours.

284. Under this rule a change in the Standing instructions for delivery may be made without extra charge during the period covered by payment of a fee and in the case of a transfer of the Standing instructions from one office to another only half the registration fee will be charged to cover the unexpired portion of the period originally paid for.

285. When officials or members of firms wish their messages delivered to their offices during certain hours and at their private residences at other times, arrangements must be made accordingly, and the necessary fee (Indian Telegraph Rule 110) exacted. If the special delivery instructions are the same for several abbreviated addresses registered by a person or firm, a single fee only should be levied for the registration of that set of instructions. A fee of one rupee is required to be charged for each change in the special delivery instructions registered, but no fee should be charged when any changed instructions are cancelled and the original address is resumed. The fees for special delivery instructions are not exacted from Post Office or Telegraph Officials nor for the registration of special instructions regarding the delivery of GP, RGS and INA telegrams to Government officials. The holders of "All-time" abbreviated addresses are permitted to register special delivery instructions free of charge.

In the event of the period of registration of a registered abbreviated address of any firm or individual expiring before the date of expiry of standing delivery instructions, telegrams may be delivered according to those instructions up to the end of their period of registration if received to the full address.

In the case of Government officials who have their headquarters in the hills during the summer and in the plains during the winter the annual fee of Rs. 15 shall be taken to cover the registration of special delivery instructions both at their summer and winter headquarters. In such cases, when Government officials, who have paid annual fees for the registration of special delivery instructions, move their headquarters to the hills or plains, as the case may be the office at which the fees were paid must inform the new office of the fees that were paid and of the periods for which the registrations are in force. These intimations may be sent to the second headquarters office at once at the time registration is effected, instead of when the headquarters are being moved, if the second headquarters office is known at the time of registration.

*Redirection.*

111. **REDIRECTION.**—Inland telegrams may be redirected to a second address in India, in Burma, or in Ceylon either by an official of the Telegraph Office or by an agent of the addressee. When official redirection of telegrams is required, a notice to that effect shall be given *in writing* to the Telegraph Office concerned, printed forms for the purpose being provided by the local Telegraph Office. The person giving such notice shall be responsible for any charges that may be incurred under this rule. No additional charge shall be levied for redirection if the new address is within the same town as the original address, but if the new address is in a different town, the full rate for a telegram, according to the destination and class thereof, as prescribed in Rule 78 shall, save in the cases hereinafter excepted, be charged for the redirection. In the case of messages redirected to Ceylon, prepayment shall be compulsory: in other cases if the sum due has not been paid at the office where the telegram has been redirected, the amount shall be recovered from the addressee before delivery. All *Raj* telegrams, to whomsoever addressed, and all private telegrams addressed to officials of Indian States by official designation only shall, when so required, be redirected free, within Indian limits.

112. Instructions left at the Telegraph Office regarding the readdressing or redirection of telegrams shall be deemed to be in force for one month only; if it is desired that they should remain in force beyond that period, instructions may be registered on payment of fees as provided under Rule 110.

113. When a telegram has to be redirected to a second address without an order to transmit it by telegraph, the telegram shall, subject to the provisions of this Rule, if redirected to any place to which the Indian Postal Rates apply, be posted as an unregistered letter free of charge to its new destination, and a remark to this effect shall be added to the notice of non-delivery prescribed by Rule 107.

286. The charge for redirection if collected in advance must be affixed in stamps to the A form. The redirecting office must enter *Rdtd from.....charge collected* in the Service Instructions. If the redirecting charge has not been collected in advance the telegram should be sent Bearing, the Service Instructions will then be *Rdtd from.....RTP*. The letters Bg. should at the same time be prefixed to the Class Prefix thus BgO, BgX.

In the event of a message being redirected more than once, the total amount to be collected must be signalled thus; *Rdtd from Bombay and Allahabad RTP one rupee eight annas* or *Rdtd from Bombay, Allahabad and Lucknow RTP two rupees four annas*. The charge must be calculated on the actual number of chargeable words contained in the message with the revised address, plus the charges already notified.

**287.** When a message is redirected the lower copy of the C form should in all cases be attached to an A form, and treated as an A telegram, except that the original Code Time and date will not be altered. The time the message is redirected should be recorded in figures on the back of the form, but must not be signalled. The office or upper copy of the C form should be endorsed, *Redirected to—*(See 1. No.———).

**288.** Applications for the redirection of Private messages should be made in writing on Form T. I. 146. Any person applying by telephone for the redirection of messages must be requested to confirm the application in writing.

If so desired, unopened messages can be redirected by post without further charge to places to which Indian Inland Postal rates apply. (See para. 320). They may also be forwarded by special messenger beyond the free delivery radius of a telegraph office, in which case, the fee for the special messenger must be collected from the addressee before delivery of the telegram.

Messages received for persons who have removed to another town and who have failed to give notice of removal, or whose removal has been registered for more than a month (see Indian Telegraph Rules 111—113), can only be redirected by *telegraph* if the charges are prepaid, or if an undertaking on Form T. I. 146 to be responsible for the charges that may be incurred is signed by some person. If the charges are not prepaid, or if the undertaking referred to is not given, the telegram, if intended for any place to which the Indian Inland Postal rates apply (*i.e.*, India, Burma, Aden or Ceylon), should be posted as an unregistered letter free of charge to its new destination. At the same time, a non-delivery report should be sent to the office of origin according to para. 280 stating the new address to which the message has been posted, thus:—"MD Brown posted to Calcutta, 156, King's Street." In posting such a telegram, the telegram envelope containing the addressee's copy of the telegram with the revised address, should be franked by the telegraph official with his name and designation in the lower left-hand corner. The office or upper copy of the C form of the telegram should be endorsed "*Posted to—*". Inland telegrams which are redirected to places to which the Indian Inland Postal rates do not apply must *not* be posted, but non-delivery only should be reported to the office of origin stating the new address, thus:—"MD Brown left for 20, Alexandra Road, Newcastle, England."

**289.** Redirected messages on which charges are due must not be delivered until the full charges thereon have been collected (see para. 257).

293. The following messages must be redirected *free of charge* :—

- (1) All Raj telegrams to whomsoever addressed.
- (2) Private messages addressed to Indian State officials by their *official designations only*.
- (3) All Telegraph and Postal Service messages.

In the absence of instructions to the contrary, telegrams addressed by designation only to Government officials who are known to be on tour should be transmitted to the office to which addressed, they should not be diverted to camp.

\*291. All fees for redirection recovered from the sender, his agents, or the addressee, should be converted into stamps which should be affixed to message forms as below and obliterated with the office date-stamp :—

- (i) If recovered from the original sender—affixed to the original A copy.
- (ii) If recovered from the addressee's agent at a redirecting office—affixed to the A copy of the redirected message.
- (iii) If recovered from the addressee on delivery—affixed to the upper or office C copy of the message.

292. When an Inland telegram with Reply paid instructions has to be redirected to Ceylon, the office of destination should cancel the RP form and insert in the telegram the value of the Reply paid message form which the office in Ceylon is to deliver thus, RP 12 annas RP Re. one, etc.

### *Greeting Telegram.*

114. **GREETING TELEGRAM** means a telegram accepted at a reduced rate on such festive or congratulatory occasions as may be notified in this behalf by the Director-General.

115. **CHARGE.**—The minimum charge for a Greeting telegram for six words or less consisting of—

- |   |   |   |   |          |
|---|---|---|---|----------|
| (a) the name of the addressee and address | . | . | . | 4 words. |
| (b) greeting (indicated by a number)      | . | . | . | 1 word.  |
| (c) name sender                           | . | . | . | 1 word.  |

shall be as follows :—

Class.	For delivery in India.		For delivery in Burma.	
	Charge.	Each additional word over four in the address and over one in the name of the sender.	Charge.	Each additional word over four in the address and over one in the name of the sender.
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Express . . .	0 12 0	0 2 0	1 8 0	0 4 0
Ordinary . . .	0 6 0	0 1 0	0 12 0	0 2 0

**116. SPECIAL INSTRUCTION.**—A greeting telegram shall bear no other special instruction [Rule 18 (d)], save, if desired, that relating to multiple telegrams. [Rules 138, 139 and 140.]

**117. ACCEPTANCE.**—The acceptance and delivery of greeting telegram, festive or congratulatory, shall be restricted to departmental and Combined offices. Greeting telegram classed *Ordinary* shall not be accepted on Sundays or on the four principal telegraph holidays or during the period when the booking of ordinary telegrams is suspended. This class of telegrams shall not be accepted at or addressed to Telegraph offices under the Portuguese Government, or the Jammu and Kashmir State, or to Railway and Canal telegraph offices.

**118. ORDER OF TRANSMISSION.**—Greeting telegram shall be transmitted in turn with Express and Ordinary private telegrams as the case may be.

**119. TEXT.**—Stock phrases indicated by a number containing Greetings appropriate to each occasion shall be made available to the sender for use in text of these telegrams. The sender shall select a suitable phrase from the list of stock phrases and shall either write the number only, corresponding to the selected greeting, or the selected greeting in full. In the latter case, the telegraph office shall substitute the corresponding number as shown in the list of stock phrases.

**120. DELIVERY.**—Greeting telegram shall be delivered in specially printed forms and envelopes proper for each occasion after the number



of the stock phrase has been deciphered into the full plain language phrase corresponding with the number received. It shall take its turn for purposes of delivery with Express and Ordinary private telegrams as the case may be.

**121. ACCEPTANCE AND DELIVERY UNDER THE PHONOGRAM SYSTEM.**—Greeting telegram shall be accepted by telephone for onward transmission, but shall not be delivered by telephone. If the address contains a telephone number, the telegram shall be delivered according to the address against the number in the Telephone Directory.

**293.** Greetings telegrams are accepted on the following festive and congratulatory occasions—

- (1) Christmas and New Year.
- (2) Dewali.
- (3) Birthday anniversary.
- (4) Child Birthday.
- (5) Id.
- (6) Conferment of titles and occasions of marriages and of success in examinations.

Stock phrases shown in clause 396-B of the *Post and Telegraph Guide* and indicated by numbers containing greetings appropriate to each occasion should be made available to the senders for use in the text of these telegrams. The office of destination should reproduce the corresponding stock phrase in the special form before delivering the telegram to the addressee in the special envelope proper for each occasion.

The class prefix of the greetings telegram will be "GM" or "XGM" according as it is classed *Ordinary* or *Express*.

Multiple telegrams containing greetings may be accepted at the usual rates specified in the Indian Telegraph Rule 115 *plus* a copying fee of 4 annas for each address after the first.

Particular care should be taken to see that greeting telegrams are not sent out for delivery without the text being correctly deciphered.

Every telegraph office should maintain a statement showing the number of telegrams delivered under each form of greetings and forward it to the Postmaster-General of the Circle concerned at the end of the year. The Postmaster-General will prepare a consolidated statement showing the number of each kind of the greetings telegram forms and envelopes (1) used in delivery and (2) sold and submit it to the Director-General of Posts and Telegraphs, New Delhi.

Every telegraph office should keep an account of each form and envelope held in stock.

The drafts of greetings telegrams should be bundled separately for submission to the Telegraph Check Office, Calcutta.

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## CHAPTER XI.

MESSAGES ORIGINATING FROM, OR DESTINED FOR, RAIL-  
WAY OFFICES.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932

294. Private and State messages to or from Railway offices must be transmitted, as far as possible, by Government wires, the general principle being that they must go by the quickest route. Thus, a message originating at a Government office and addressed to a Railway office must be transferred from Government to Railway wires at the Transfer office nearest to the office of destination, but message originating at a Railway office and addressed to a Government office must be transferred from Railway to Government wires, at the Transfer office nearest to office of origin. A list of transfer offices is given in Appendix 28.

If the regular office of transfer be closed, *Express* messages for Railway offices should be sent on to the nearest office of transfer which is open (see Post and Telegraph Guide, Section XIII). *Ordinary* messages for Railway offices should be held over till the regular office of transfer re-opens. Messages other than on Railway service from one Railway office to another Railway office on the same Railway can also be transferred through Government offices provided that that is the quickest route. (For Railway Service messages, see para. 219).

Messages originating at a Railway office on a Railway Telegraph system which is connected with, or immediately adjoins, the telegraph system of the railway on which the office of destination is situated, may be transmitted direct and without passing over Government wires to the connected railway if—

- (1) on Railway Traffic business,
- (2) on the business of passengers passing from one line to the other,
- (3) there is no arrangement of transfer to Government wires,
- (4) there would be manifest delay in transferring to the same.

State messages classed *Express* handed in at Licensed telegraph offices should be transferred to the Government Telegraph System at any hour of the day or night.

When transferring messages to a Railway office by hand, owing to interruption or other cause, a duplicate receipt (Form T. I. 86) made by carbonic paper should be sent with the copies of the messages to be transferred. The carbonic copies of the receipt form will be retained by the Railway office and the pencil copy signed and returned to the

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Government office. When a Railway office transfers messages by hand to a Government office, it will send copies of the messages together with a receipt (Form L. T. 12), in duplicate made by carbonic. The Government office will retain the messages and the carbonic copy of the receipt, and sign and return the pencil copy of the receipt to the Railway office. The pencil copy of the receipt signed by the office receiving in transfer and returned to the transferring office should be attached to the Daily Docket submitted to the Audit Office (Check Office in case of Government offices). The carbonic copy of the receipt should be filed in the transferring office for six months and then destroyed. The copy of the message received from the Railway office should be treated by the Government office as a B message if for onward transmission and as a C message if for delivery.

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## CHAPTER XII.

## TELEGRAPHIC MONEY ORDERS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

[*Rules in this Chapter do not apply to Licensed offices.*]

295. A Telegraphic Money Order Advice may be classed either as Express (XMO) or Ordinary (MO), the charge being at the rate according to the destination and class of the telegram as prescribed by Indian Telegraph Rules 78—81; the text may include any private communication desired by the sender which must be written below, but separated from, the text of the telegram, the signal of separation (—...—) being given between the text of the telegram and the private communication. These charges must be prepaid in stamps and affixed by the Post Office staff to the copy of the form which is retained in the Telegraph Office. Telegraphic replies cannot be prepaid on Telegraphic Money Order Advices. If the sender wishes to prepay a telegraphic reply he should send a separate telegram. An Inland Reply Paid telegram form may be accepted by the Post Office in payment of the *telegraph* charge on a single Telegraphic Money Order Advice, but not in payment of any portion of either the postal charge or the amount to be remitted. If a Reply Paid telegram form is accepted in payment of the telegraph charge it should be attached by the Post Office to the copy of the Advice made over to the Telegraph Office.

The duty of the Telegraph Office in connection with a Telegraphic Money Order Advice is only that of carrier of a message from one Post Office to another. The Telegraph Office has no dealings with the public with regard to Telegraphic Money Order Advices.

Telegraphic Money Order Advices may only be sent from and addressed to Departmental or Combined Offices at places where there is a British Post Office within the limits of the Indian Inland Telegraph Tariff. Exceptions to this rule in respect to Indian States, Portuguese Territory, etc., are notified to Postmasters in the *Alphabetical List of Post Offices*, and the responsibility of correctly addressing Advices rests entirely with the Postmaster.

Telegraphic money order advices may also be sent from the offices mentioned in the previous sub-para. to any telegraph office in Ceylon.

Telegraphic Money Order Advices may not be accepted for transmission at any Railway Office, neither may they be accepted for transmission at any Departmental or Combined Office, if addressed to a Railway Office. Telegraphic Money Order Advices should not under any circumstance be transmitted over the Railway system. Should such a message be received in transfer from a Railway by a Departmental or Combined Office, the Telegraphic Money Order Advice is not to be refused by that office, but a Service message should be sent at once by the Head of the office to the Postmaster of the station to which

the Advice is addressed, warning him that an Advice, now in transit to him, is irregular as it has been sent from a Railway Telegraph Office, and the message should be placed *in fault*.

296. When a telegraphic money order advice is tendered at a telegraph office for transmission, two copies of the advice in the proper post office form will be presented in a closed cover. The post office will affix the telegraph charge in undefaced postage stamps to the upper copy of the advice, while in the duplicate or lower copy of the advice the postmaster will enter in the column "Telegraph Charge" the amount as calculated by the post office and initial the entry. The senior counter clerk should see that the telegraph charge has been correctly calculated and affixed in postage stamps and note the charge as calculated by the telegraph office in the column "Telegraph Charge" in the upper copy of the advice. If the telegraph charge is correct the senior counter clerk will number, time, date-stamp and sign both copies of the advice in ink and return the duplicate or lower copy to the post office in a closed cover addressed to the postmaster. The upper copy will then be dealt with as a paid message. If any discrepancy is noticed between the telegraph charge as calculated by the post office and the telegraph office the following procedure should be observed :—

(a) If the advice has been *undercharged* the telegraph office when returning the duplicate or lower copy to the post office should enclose a memorandum stating the correct charge and requesting that the amount undercharged be forwarded in *undefaced* postage stamps to the telegraph office as early as possible. In the meantime, the upper copy should be numbered, timed and date-stamped and the advice transmitted to destination. After transmission, it should be kept aside pending the receipt of the undercharge from the post office and its place in the message draft bundle filled by a requisition form (T. I. 159). On receipt of the undercharge in undefaced postage stamps from the post office, the stamps should be affixed to the advice and defaced and the advice replaced in the message draft bundle, or forwarded to the Telegraph Check Office, if the message drafts have already been posted to that office. If the post office fails to reply to the undercharge memorandum in due time a reminder should be issued.

(b) If the advice has been *overcharged* no refund should be granted unless an application is received either from the remitter or the post office which handed in the advice when the procedure described in the *Message Revenue Account Code* on refund on Telegraphic Money order advices should be followed.

297. When a Telegraphic Money Order Advice has been received by a Telegraphist, he should call the attention of the Supervisor or the senior Telegraphist concerned who must carefully scan the whole

message to see that it bears every appearance of being a *bonâ fide* one; that the Telegraphist whose signature it bears in full is known to him and that he is actually then working at the particular circuit mentioned on the message form. He should then place his *full signature* across a spare part of the message form. Initials should not be used. No other note is required. Any supervising officer who does not satisfy himself as above with regard to any Telegraphic Money Order Advice which he signs will render himself liable to suffer any departmental punishment which may be considered fitting. Telegraphic Money Order Advices should not on any account be transmitted by the Wheatstone system. For copies received by post, *see* para. 42.

If there be any reason to suspect the genuineness of a Telegraphic Money Order Advice, the Telegraph Master or Supervising Officer concerned should try to ascertain whether the message is genuine or not. If he cannot ascertain this without communicating with another office, he is not to send a Service message, but should himself communicate with the Telegraph Master of that office. If in his opinion it is at all likely that the offender may be one of the telegraphists on the circuit he would ordinarily use, he should send a Service message by another circuit or by an altogether different route. He should signal the Service message himself and make over the doubtful Telegraphic Money Order Advice to the Head of the Office.

**298.** The name of the telegraph office from which the advice is to be signalled will appear in the space "office of origin". All postal particulars will appear in the text, with the exception of the post office of payment, which will be entered in the address portion in addition to the name of the telegraph office when both names are different as shown below :—

To (*Office of Destination*) Shahdara, Delhi.

In the above instance "Shahdara" is the post office of payment and "Delhi" the telegraph office of destination. The telegraph office of destination should be given last. If the names of the post office of payment and of the telegraph office of destination are the same, the name will be given once only to indicate both the post office and the telegraph office. The telegraph office of destination will deliver a copy of the advice direct to the post office of payment named, if the latter is situated within the free delivery radius of the telegraph office; otherwise the advice should be delivered to the local post office for onward transmission by post to the post office of payment. If the name of the telegraph office of destination is only given in the address portion, the advice should be delivered to that particular local post office which bears the same name as the telegraph office. (*See also* para. 265.)

**299.** In case of Telegraphic Money Order Advices, the Sending and Receiving Telegraphists must sign in full instead of entering their initials. In the case of a B Telegraphic Money Order Advice the Sending

telegraphist before signalling it onwards should carefully examine the draft and see that the signature of the receiving telegraphist has been verified by the official concerned. In C. Telegraphic Money Order Advices a responsible official must examine the Telegraphic Money Order Advice to see that the signature of the Receiving telegraphist is genuine and then impress a special T. M. O. stamp on the advice. Special stamps are supplied for this purpose and should be kept in the custody of certain specified officials who will be held personally responsible for any frauds occurring through the negligence of these officials to keep the stamp in safe custody.

**300.** No Telegraphic Money Order is to be re-directed. In case a Telegraphic Money Order Advice has to be sent to another Telegraph Office, the Postmaster would prepare a fresh Advice.

In the case of a Telegraphic Money Order Advice issued in lieu of a miscarried Advice, the words "*Miscarried from.....*" (Head or Sub office of issue) will be entered at the end of the text of the new Telegraphic Money Order Advice with the addition of the date of issue of the original Telegraphic Money Order Advice. These instructions will be the authority for the Telegraph Office to accept the fresh Advice free.

*Specimen of text of a re-issued Telegraphic Money Order Advice.*

Calcutta 224, Sarat Chandra Sen, fifty, 50, Hari Charan Bose, 43, Bow-bazar Street. (*Private communication, if any*) miscarried from Midnapore, 24th November.

In case of non-delivery of a telegraphic money order received in India from Ceylon, the post office of payment will inform the telegraph office of the fact of non-delivery and the latter will issue a non-delivery report by a service message to the office of origin.

**301.** If, in case of interruption or for other reasons, copies of telegraphic money order advices are to be posted, they should be certified as true copies and signed in full by the head of the office or other responsible official before being posted.

Telegraphic Money Order Advices should not be delivered before 6 hours or after 21 hours. (*See also para. 265.*)

**302.** On Simplex circuits the offices of origin and destination, the abbreviations *CA*, *DI*, *MS*, or *NP*, representing the Postal Circle Audit Office at Calcutta, Delhi, Madras, or Nagpur, respectively, and the numbers contained in the text must be carefully repeated back by the Receiving telegraphist. On Duplex and Quadruplex circuits these details must be repeated by the Sending telegraphist immediately after the



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completion of the message and the Receiving telegraphist must be most careful to compare the words and figures repeated with those originally sent. All words and figures which have been repeated must be distinctly marked by both the Sending and Receiving telegraphists with an asterisk. As the amount of the Telegraphic Money Order will be given in both words and figures, it will not be necessary to repeat the amount, but Telegraphists, when receiving the text of a Telegraphic Money Order Advice, should be careful to see that the amount quoted in figures agrees with that quoted in words.

## CHAPTER XIII.

## PREPAID REPLIES.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

122. The sender of a Raj or inland private telegram, or of an inland State telegram addressed to a person other than a British Government Official may prepay the charge for a reply, but the amount so prepaid shall not be less than the minimum charge for an ordinary telegram. The sender of a reply-paid telegram shall write the words "reply paid" in the space provided on the telegram form [Rules 18 (d) and 28]. Reply-paid telegrams shall not be accepted for Lhasa (Tibet).

123. (i) At the destination of a reply-paid inland telegram, the Telegraph Office shall deliver to the addressee a reply telegram form entitling him, subject to the provisions of Rule 129 to send free of charge from any telegraph office or receiving office in India, up to the value of the amount notified on the form as prepaid, a telegram to any destination in India, Burma, Ceylon, or Afghanistan.

(ii) Two or more reply telegram forms issued in India may be used in payment of one inland telegram, but one reply telegram form shall not be used in payment of two or more telegrams.

(iii) Save as provided under Rule 129, a reply telegram form may be used to prepay the cost of an inland telegram and its reply.

124. (i) If the cost of the telegram sent on the reply form exceeds the amount notified therein, the difference shall be paid in cash or stamps by the sender using the reply form (Rule 85).

(ii) If the amount notified on the reply telegram form exceeds the charge payable for the telegram sent, the difference, if it be not less than eight annas, shall be refunded to the sender of the original telegram on application made by him in accordance with the provisions of Rule 175:

Provided that no refund shall be given on a reply telegram form which has been prepaid by another reply telegram form and not by cash or stamps.

125. An inland reply telegram form shall be available only for two months from the date of issue.

126. When the addressee has not made use of the reply telegram form or has refused it, the money deposited for the reply shall be refunded to the sender on application made by him in accordance with the provisions of Rule 175.

127. In case of non-delivery of a reply-paid inland telegram, the reply telegram form shall remain attached to the telegram during the period of retention fixed by Rule 109; on the expiry of that period it shall be sent to the Check Office to await any application for refund.

of the amount prepaid that may be preferred by the sender according to Rule 175.

128. When a reply-paid inland telegram is addressed to a place where there is no Telegraph Office, the telegram and reply telegram form shall be forwarded to destination from the nearest Telegraph Office by ordinary post free of charge.

129. Prepayment for reply shall not be permitted in the case of an inland State telegram addressed to a British Government Official. In the case of an inland State telegram addressed to any person other than a British Government Official, any sum deposited by the sender under Rule 98 shall be utilised for no other purpose than to cover the cost of a return telegram to the sender of the original telegram.

303. If the sender desires to prepay a reply to a message, he should write the words *Reply Paid* and the amount in the space provided in the message form. If the amount prepaid is equivalent to the *minimum* charge for an Ordinary classed message which is twelve annas in the case of a message addressed to a place in India or one rupee in the case of a message addressed to a place in Ceylon, the instruction *Reply Paid*, without the addition of the amount prepaid, should be inserted and signalled before the address. If the amount prepaid is in excess of the minimum charge for an ordinary classed message, the amount prepaid should be inserted in words and signalled before the address. Thus, if Rs. 2 is prepaid the instruction shall be RP rupees two. The addressee in India will be able to send a reply of either 32 words at the ordinary rate or 16 words at the Express rate and the addressee in Ceylon, a reply of either 20 words at the ordinary rate or 12 words at the Express rate. Also if a sum of Rs. 2-6-0 is prepaid the instruction shall be RP rupees two annas six.

The indication RP is counted as one actual, *Reply Paid* as two actuals and the amount prepaid is counted as one actual.

If the sender wishes to prepay replies to a Multiple message he must write ...RPX... before the address of each addressee whose reply he prepays, X standing for the amount paid for the reply.

304. On receipt of a message with reply-paid instruction before the address the particulars of the message, and the actual amount prepaid, should be entered on a Reply-Paid message form (A  $\frac{P}{R}$ , or in Licensed offices, L. T. 3), which should be sent out in the same cover as the message. The stock of these forms should be kept under lock and key. Inland Reply voucher must be given a serial number locally in order to guard against loss or fraudulent use of such vouchers.

As a check, that the Reply-Paid Message Form has been duly issued the delivery clerk must place his initials against the reply paid instructions on the office or top copy of the Q form.

305. A refund of an unused Inland Reply Paid message form delivered to the addressee can only be made by the Telegraph Check Office.

An Inland Reply Paid message form may be used to defray any charges on an Inland telegram, such as late fees, express charges, etc. Two or more Reply Paid message forms may be used in payment of one Inland telegram, but one Reply Paid message form cannot be used in payment of two or more telegrams. An Inland Reply Paid message form cannot be used in payment of a foreign telegram or to prepay a reply to it, neither can a Foreign Reply Paid message form be used in payment of an Inland telegram or to prepay a reply to it.

Reply telegram forms issued by offices in India may be accepted in payment of telegrams addressed to Ceylon. Reply telegram forms issued by offices in Ceylon should not be accepted by offices in India.

Prepaid reply telegram forms issued by any Government or licensed telegraph office of the Indian system are accepted by a Kashmir State telegraph office when presented in payment of any telegram tendered at such an office and, conversely, such forms issued by a Kashmir State telegraph office are accepted at any Government or licensed telegraph office of the Indian system and no claim is made by either administration in respect of fees collected on such form by the other administration.

Similarly reply telegram forms issued by offices in Portuguese India may be accepted in payment of the cost of Inland telegrams by any Government or Licensed telegraph office of the Indian system and *vice versa*.

As the British Indian, Portuguese and Kashmir Administrations keep their own collections including deposits for reply telegrams, claims for refunds relating to telegraph charges should be met by the Collecting Administrations. All applications for refunds in such cases should be disposed of by the Collecting Administration concerned.

**306.** As the Indian Telegraph Rule 129 lays down that a reply telegraph form issued with a State telegram can be used for no other purpose than the reply, it will be necessary in such cases for the delivery clerk to enter, in addition to the particulars mentioned in para. 304, the name of the sender, if any, so that the counter clerk may see if the telegram sent is a reply to the original telegram.

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## CHAPTER XIV.

## COLLATED (OR REPEATED) TELEGRAMS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

130. **COLLATION** means the repetition back to the transmitting office of the entire telegram (including the Preamble) immediately upon its receipt by each office concerned in its transmission.

131. The sender of an inland telegram may, by writing on the telegram the special instruction "TC" [Rules 18 (d) and 28], require such telegram to be collated to ensure correctness.

132. Save as provided under Rule 133, the charge for collation of an Inland telegram shall be half the charge for an ordinary telegram of the same length.

133. Inland State telegrams written in code or cypher other than those classed **Ordinary** and **Service** telegrams written in cypher shall invariably be collated, and no charge shall be made for collation of such telegrams. Inland State telegrams written in code or cypher and classed **Ordinary** shall be collated on payment of the charges prescribed in Rule 132.

307. The collation of messages marked =TC= will be carried out by the Telegraphists concerned. In all cases, the repetition must be made by the *Receiving Office*.

(a) On circuits worked Simplex the procedure will be as follows :—

(i) A Sending Telegraphist on completing a message marked =TC= must, after entering the usual Sent particulars, call for its repetition. While the distant office is repeating the message, he must check the original draft carefully. If in course of repetition he finds a word is wrong he must interrupt the distant office and give the necessary correction after which the repetition can be continued. On completion of the repetition and after corrections (if any) have been given he should give the signal "RT" to the distant office and enter on the message draft *Reptd. by—* (name of office) *at h.—m.—by—* (initials of Telegraphist). He must be careful to mark each word or group he has corrected with an asterisk, thus, \* which will be understood to mean that corrections have been given.

(ii) A Receiving Telegraphist on receiving a message marked =TC= must, after entering the time of its receipt in the usual way signal it back. On receipt of the signal "RT" from the distant office, he should enter the following particulars on the message draft: *Repeated to—* (Name of office) *at—h.—m.—by—* (initials of Telegraphist). In the case of messages for local delivery, this time should be entered on both the top and under copies below the time of receipt of the message.

(b) On circuits worked Duplex the procedure will be :—

(i) A Sending Telegraphist, on completing a message marked =TC= must, after entering the usual Sent particulars, hand it over to his Receiving partner, who, while the repetition is being given by the distant office, will check the original draft carefully. If in course of repetition the Receiving partner finds a word is wrong he must request his Sending partner to interrupt the Sending Telegraphist at the other end and give the necessary correction, after which the repetition can be continued. On completion of the repetition and after corrections (if any) have been given, the Receiving Telegraphist should ask his Sending partner to acknowledge the receipt of the repetition, thus “(Name of addressee)—Rt.” and enter on the message draft the following particulars :—*Repeated* ——— (Name of Office) at——h.——m.—— by—— (initials of Telegraphist). The Receiving partner must be careful to mark each word or group he has corrected with an asterisk thus \*.

(ii) A Receiving Telegraphist on receiving a message marked =TC= must, after entering the usual Received particulars, hand it over to his Sending partner who will give the repetition directly he has completed any message he may be actually engaged on ; and on receipt of the acknowledgment of the repetition and the signal RT from the distant office, enter the following particulars on the message draft. *Repeated to* ——— (Name of Office) at——h.——m.—— by—— (initials of Telegraphist). In the case of messages for local delivery, this time should be entered on both the top and under copies below the time of receipt of the message.

(c) On circuits worked Baudot the procedure will be similar to that described in clause (b) above but the correction, if any, will be given only on completion of the collation. In giving corrections to a collated message, each correction and repetition back should consist of the word to be corrected, preceded by a figure indicated its relative position in the text of the telegram. The collated Baudot tapes should be gummed on the reverse of “A” or “B” message-drafts without obliterating any particulars on the messages.

**308.** After disposal, a message marked =TC= should be handed over, in large offices, by the receiving telegraphist to his Section Telegraph Master and the former should, in all cases, obtain the signature of the Section Telegraph Master against the local number under which the message is received. The Section Telegraph Master, after scrutiny will enter in his Diary brief particulars of the preamble and send both the message and the Diary to the Desk Telegraph Master. The Desk Telegraph Master will initial the entry in the Diary and return the

latter and will then number the message, and transfer it in the same way to the Section Telegraph Master, in whose section the message is to receive onward transmission. This Section Telegraph Master will initial the entry and return the Diary, and will then see to the correct disposal of the message. In small offices the receiving telegraphist will hand over the message to the Telegraph Master on duty and obtain his signature against the local number under which the message is received, and it will be the duty of the latter to see that it is correctly disposed of. Heads of Frontier offices will be held responsible that necessary local arrangements are made in the manner described above, to insure the correct disposal of (a) all Inward =TC= Messages handed in by the Cable office for delivery or onward transmission, as the case may be, and (b) all Outward =TC= Messages from the time of receipt at the Instrument to the time of transfer into Cable office.

**309.** In Private and State messages all figures in the address and text must be repeated with the exception of the daily 8 and 9 hours' Weather message (para. 189) and groups of figure cipher in the text of Private and State messages. Thus repetition should be done by the receiving telegraphist on Simplex circuits and by the sending telegraphist on Duplex circuits. In repeating figures, the abbreviated signals should be used.

The figures which have been repeated should be distinctly marked by both the sending and receiving telegraphists with an asterisk.

Letter cipher and figure cipher groups in Private and State messages [Indian Telegraph Rule 25] are not to be repeated unless the charges for collation have been paid.

If the first name in the address or "Person To" commences with the letters "To", it should be repeated immediately by the sending telegraphist, thus *Todhunter* - - — — - *Todhunter*.

Figures in Radio Weather messages, with the exception of the daily 8 hours' weather reports, should be collated at every stage.

**310.** Collation charge on a message (*see* Indian Telegraph Rule 131) must be treated in the same way as the cost of the message (paras. 250 and 251).

## CHAPTER XV.

## NOTIFICATION OF DELIVERY.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

134. The sender of an inland telegram may, by writing on the telegram form the special instruction "PC" [Rule 18 (d)], require that the date and time at which the telegram has been delivered to the addressee be notified to him by ordinary telegram as soon as possible after its delivery.

135. (i) When an inland telegram requiring notification of delivery is forwarded to its final destination by post, or is deposited in the "poste restante" or is delivered into the care of a third party, the notification shall mention the date and time of such forwarding, deposit, or delivery. When the telegram is addressed to a ship at sea, the notification shall be despatched by the Coast or Semaphore Station and shall state the date and time of transmission of the telegram to the ship.

(ii) A notification of delivery may be addressed to the sender at any place named by him.

(iii) The notification of delivery shall be communicated to the sender immediately on its arrival at the office of origin, or the office indicated in the telegram.

136. The charge for a notification of delivery of an inland telegram shall be the minimum charge for an ordinary telegram and shall be pre-paid by the sender of the telegram.

137. When an inland telegram requiring notification of delivery cannot be delivered, a service advice reporting non-delivery shall be sent to the office of origin as laid down in Rule 107 and the notification of delivery shall be sent only if, at a later time within the period prescribed under Rule 109 for retention of the telegram, the telegram is delivered to the addressee. If at the expiration of the prescribed period, the telegram has not been delivered, the charge for the notification of delivery shall be refunded to the sender of the telegram on application made by him in accordance with the provisions of Rule 175.

311. A Telegraphic notification of Delivery is signalled under the Class Prefix "CR".

312. The Advice should be prepared on a Service message form in the following manner:—

<i>Class Prefix</i>	.	.	.	.	.	CR
<i>Code Time</i>	.	.	.	.	.	PA
<i>To</i>	.	.	.	.	.	BY
<i>Text</i>	.	.	.	.	.	NA-14 Mohanlal deld OC
<i>From</i>	.	.	.	.	.	CA



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This will be understood to mean that a message handed in at Bombay at 13-5 hours on 14th was delivered to Mohanlal at 14-15 hrs. on the 15th, *i.e.*, the date the Notification of Delivery is sent.

If the message has been redirected to some other office, its delivery should be reported by that office to the office of origin.

Intimation by letter must be sent to the sender by the office of origin immediately a notification of delivery has been received by telegraph.

## CHAPTER XVI.

## MULTIPLE TELEGRAMS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

138. Multiple telegram means a telegram addressed to several persons in a locality served by one and the same telegraph office, or by different telegraph offices within the free delivery radius of a central telegraph office, or to the same person at several addresses in such locality.

139. The charge for a multiple telegram shall be the charge prescribed for a single telegram of the same class and length together with, for each address after the first, a copying fee calculated at the rate of 4 annas for any number of chargeable words not exceeding 100, 4 annas for every 100 chargeable words after the first 100, and 4 annas for the remaining chargeable words, if any.

140. Each copy of an inland multiple telegram delivered shall bear its own particular address only unless the sender has, by writing on the telegram the special instruction "CTA" [Rule 18 (d)], required the communication of all the addresses to each addressee; in the latter case each copy of the telegram delivered shall bear all the addresses.

313. Copies of a multiple telegram will only be delivered by post from the Terminal Telegraph office when addressed to places beyond the telegraph lines; such copies cannot be posted to places where there are telegraph offices.

314. Under Indian Telegraph Rule 138 a message may not be accepted, if addressed to more than one office, but this restriction does not apply to Service and Press messages (paras. 216 and 334, etc.) nor to the messages referred to below :—

- (a) Duplicate copies of State and Private messages, addressed to His Excellency the Viceroy or His Excellency's Private Secretary while on tour, which are usually required to be delivered to the Registrar of the office of the Private Secretary to His Excellency the Viceroy.
- (b) Storm and Flood warning messages (Appendix S).
- (c) State messages from Army officers in accordance with the following rules :—
  - (1) Multiple messages addressed to more than one office will be accepted from Army officers at all offices except the following :—

Calcutta.  
Bombay.  
Madras.  
Agra.  
Lahore.  
Karachi.

Delhi.  
Allahabad.  
Lucknow.  
Rawalpindi.  
Cawnpore.  
Bangalore.

- (2) In the case of Multiple messages sent from other offices, the number of addresses will be limited to ten, and, to facilitate handling, the addresses should, as far as possible, be grouped according to the direction in which they are to be transmitted. Heads of Telegraph offices should advise senders of the best grouping that may be adopted to suit the outlets of their office.
- (3) If for any special reason (*e.g.*, a sudden emergency) the temporary removal of the restriction in clause (1) above is desired by the military authorities, in the case of all or any of the offices mentioned, it will be removed on receipt of instructions from the Government of India (*vide* Commerce Department letter No. 7083—90, dated 24th July 1908).

**315.** An Inland telegram intended for two or more persons at the same address will not be treated as a multiple telegram unless the sender expresses a wish that a copy should be delivered to each address. Counter clerks, when booking such a telegram, should make sure of the wishes of the senders.

In all Multiple telegrams the Service Instructions show the number of copies to be delivered, while the absence of such Instructions will be an indication to the office of destination that the message has not been treated as Multiple and that a *single* copy only should be delivered to any of the addressees named.

**316.** In Multiple messages, the *Office of destination* should be repeated after the name of *each* addressee, but it should be charged for *once* only. The name of the Office serves to separate the various addresses and ordinal numbers for each address should not be used.

The following example will show how Multiple messages are to be counted and charged for:—

A message containing 98 words in the text, including the sender's name, and addressed to—

Permanand Sookharam Ramsing, 10, Frere Road, Bombay.

Jwalapersad Gungerpersad Luckshman, 26, Kalbadevi Road, Bombay.

Jewelstore, Bombay.

Venayak Ramchunder & Co., General Merchants, 4, Meadows Street, Bombay.

Purushram Shewshankar, 5, Bhendybazsar Road, Bombay.

*Service Instructions.* 5 Addrs. (Free).

As the *office of destination* is to be charged for once only, the number of chargeable words in the above addresses would be 28, and the charges would be:—

	Ordinary.	Express.
	Rs. a. p.	Rs. a. p.
Initial charge for 28 words in the address and 98 in the text=126 words . . . . .	7 14 0	15 12 0
Copying fees for additional addresses at the rate of 4 annas per 100 chargeable words for each address after the first —		
(1) For the Code address "Jewelstore" which will contain when delivered two words in the address and 98 in the text = 100 words . . . . .	0 4 0	0 4 0
(2) For the remaining three addresses which will contain 105, 103 and 104 words, respectively, at 8 annas per address . . . . .	1 8 0	1 8 0
Total . . . . .	9 10 0	17 8 0

317. If the sender requires all addresses to appear on each copy delivered, the Service Instructions should contain the words *Communicate all addresses*, or "CTA", which is transmitted free, and the charges should be calculated as shown below:—

	Ordinary.	Express.
	Rs. a. p.	Rs. a. p.
Initial charge for 28 words in the address and 98 in the text=126 words . . . . .	7 14 0	15 12 0
Copying fees at 4 annas per 100 chargeable words for each address after the first. Each copy when delivered would contain 28 words in the address and 98 in the text=126 words at 8 annas per address. Four additional address will cost . . . . .	2 0 0	2 0 0
Total . . . . .	9 14 0	17 12 0

318. Multiple messages addressed to more than one office, on reaching the circulation table of the office of origin, should have a Multiple Message Summary (Form T. I. 104) attached. In order that the Transit Office may know the number of copies to be taken to admit of a copy being placed at each outlet at the same time, the sending office should send a Warning Signal specifying the number of copies which will be required for transit (one for each outlet) and the number of copies for delivery.

Thus, if an Express State message intended for Madras, Poona, Bombay and Secunderabad is to be signalled from Simla to Bombay, the Warning Signal would be "X three T one C". If a service message from, say, Allahabad be intended for Calcutta and Madras, on being transmitted to Calcutta, the Warning Signal would be "XT two T one C".

When receiving a Multiple message, the preamble and all the addresses should first be written down on a B form, if all the addresses are to transit the office, or on a C form if one or more addresses be for delivery at that office, then carbonic paper should be used to take the required number of copies of the text. When the message is completed, it should be sent, together with the additional copies of the text, to the circulation table where the preamble and address for each outlet after the first, or for delivery, should be extracted from the original copy and filled in on the forms containing copies of the text. The original copy may generally be used for the address, or addresses, intended for the first outlet or for delivery; the other addresses, after entry in the forms containing copies of the text, being scored out. The messages thus completed for each outlet, or for delivery, should be circulated to their respective outlets or sent to the addressing table.

The following is an example of a Multiple Inland State message addressed to more than one office:—

(1) ORIGINAL MESSAGE SIGNALLED BY SIMLA TO BOMBAY.

<i>Glass Prefix</i>	. . . . .	X.
<i>Code Time</i>	. . . . .	PD.
<i>Office of Origin</i>	. . . . .	Simla.
<i>Date</i>	. . . . .	21.
<i>Service Instructions</i>	. . . . .	State six addresses.
<i>Number of words</i>	. . . . .	(Say) 60.
<i>To</i>	. . . . .	Genl. Divn., Hyderabad, Deccan. Genl. Bde., Poona. Genl. Bde., Belgaum. G. O. C., Southern, Ootacamund. Genl. Bde., Madras. Genl. Bde., Bangalore.
<i>Text</i>	. . . . .	(Say) 30 words.
<i>From</i>	. . . . .	Q. M. G.

The Simla office before commencing the message will signal "X five T". The Bombay office while receiving the message will write down the preamble and address on a B form, and, when the text is reached, will arrange to take five copies of it by means of four pieces of carbonic paper. At the circulation table the message will be split up as below. In each case, the text and sender's name will be as in

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the original message, the number of words and addresses being altered in the preamble to agree with each transmission :—

(2) FOR FIRST CIRCUIT FROM BOMBAY.

Address . . . . . Genl. Divn., Hyderabad, Deccan.

(3) FOR SECOND CIRCUIT FROM BOMBAY.

Address . . . . . Genl. Bde., Poona.

(4) FOR THIRD CIRCUIT FROM BOMBAY.

Address . . . . . Genl. Bde., Belgaum.

(5) FOR FOURTH CIRCUIT FROM BOMBAY.

Address . . . . . G. O. C., Southern, Ootacamund  
Genl. Bde., Madras.

(6) FOR FIFTH CIRCUIT FROM BOMBAY.

Address . . . . . Genl. Bde., Bangalore.

The Bombay office before commencing the message to Madras will signal *X one T one C*. In this case there being a copy for delivery at Madras, the Madras office will take the full preamble on a C form, and, when reaching the text, will take three copies by means of two pieces of carbonic paper. On reaching the circulation table, the preamble and address for Madras will be entered on one of the forms containing a copy of the text and that for Ootacamund on the second form. The original copy, together with the under C form containing the Madras address, should be sent to the delivery table to be treated as a C message, while the Ootacamund copy will be treated as a B message and circulated to the Ootacamund circuit.

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## CHAPTER XVII.

TELEGRAMS TO BE DELIVERED BY POST OR SPECIAL  
MESSENGER.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

**141. POST OR SPECIAL MESSENGER.**—Inland telegrams addressed to places where there are no telegraph offices may be delivered at destination either by post or by special messenger according to the sender's instructions: provided that telegrams shall not be accepted for delivery by special messenger in Portuguese territory, Afghanistan or Lhasa, or in Kashmir otherwise than from Government Telegraph Offices.

**142.** The address of inland telegrams to be conveyed beyond the telegraph lines shall be written in the manner shown below:—

(a) If the message is to be posted from the nearest Telegraph Office—

To—John Doe, Esq.,  
Sherghotty, Post Gya.

(b) If the message is to be sent by special messenger—  
Office of Origin and Service Instructions.  
Calcutta=X. P. Rs. two.

To—John Doe, Esq.,  
Nynan, *Express* Hooghly Point.

**143.** Express or portorage charges on inland telegrams shall be prepaid by the sender. If the charges are fixed the telegram shall bear the sender's special instruction "XP" [Rule 18 (d)]; if the charges are not fixed the sender shall pay such sum as he thinks sufficient and the telegram shall bear the special instruction "XPR" [Rule 18(d)]. If the sum deposited is found to be insufficient at the office of destination, the difference shall be recovered from the addressee.

NOTE.—Information regarding fixed express or portorage charges for certain place in India, in Burma or in Ceylon may be obtained from any Telegraph Office.

**144.** An inland telegram may be telegraphed to an Indian port for delivery thence by post to an addressee beyond Indian limits.

**145. POSTAGE.**—On an inland telegram addressed to a place in India where there is no Telegraph office, or to a place out of India to which Indian Inland Postal rates apply, *e.g.*, Aden or Ceylon, no charge shall be made for postage. On telegrams to be posted to a place beyond the limits of the Indian Inland Postal Tariff the letter charges given in the Foreign Post Directory in the Post and Telegraph Guide shall be paid by the sender, and, if the telegram is to be carried by air mail,

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to these charges shall be added the air fee proper to the air route. Telegrams may be posted as registered letters on payment of the registration charges.

**146. INLAND TELEGRAMS POSTED FROM INDIA TO CEYLON.**—Inland telegrams to be posted to Ceylon may be addressed to Dhanuskodi whence they will be forwarded by the ordinary postal mail service.

Example.

To—Young,  
Oriental Hotel,  
Colombo, Post Dhanuskodi.

Text.

Start by first steamer.

From—W. Collins.

The charge for such a telegram shall be the rate prescribed in Rule 78 for telegrams to be delivered in India according to class, and no additional charge shall be made for postage.

**147. (i) INLAND TELEGRAMS POSTED FROM INDIAN PORTS.**—The address of an inland telegram telegraphed to an Indian port to be posted under Rule 144 to a place beyond Indian limits shall contain the name of the port and also the special instruction "Post", "PR", "PAV" or "PAVR" [Rules 18 (d), 28 and 30] before the name of the Telegraph Office from which the telegram is to be posted.

Examples.

To—Mrs. Johnson,  
20, Cambridge Terrace,  
Hyde Park,  
London, Post Bombay.

Text.

Afraid my letter missed mail. Am quite well.

From—Johnson.

(ii) The charge payable on such telegrams shall be calculated at the current inland rate according to the class (Express or Ordinary at sender's choice) *plus* the letter postage. Telegrams bearing the Special



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instruction PAV [Rule 18 (d)] shall, in addition, be subject to the Air fee proper to the air route. If the sender desires the message to be registered before being posted, he shall pay also the registration charges, and shall insert the special instruction "PR" or "PAVR" [Rule 18 (d)] before the name of the telegraph office from which the message is to be posted.

(iii) Upon payment of the copying fee prescribed by Rule 139 for multiple telegrams and also of a separate fee for postage or for postage and registration with or without the air fee as the case may be, for each address to which the telegram is to be sent, the sender may have a telegram sent under this rule and despatched by post to several addressees beyond Indian limits.

148. The Telegraph Office of destination may forward by post inland telegrams for addresses beyond the five mile limit, if—

- (a) the telegram contains no directions as to the means of delivery to be employed, or
- (b) delivery charges are due to be collected on such telegram from an addressee who has on a previous occasion refused to pay such charges.

149. The Telegraph Office of destination shall forward by post inland telegrams for addresses beyond the five mile limit—

- (a) when delivery by post has been requested by the sender (Rule 141) or by the addressee (Rule 111)

Provided that where the addressee has asked to have his telegrams delivered to him by special messenger, the office of destination may adopt this method of delivery for all telegrams addressed to him, whether they bear the instruction "Post" or not:

- (b) when the Telegraph Office of destination has not a more rapid means of delivery at its disposal.

#### Delivery by special messenger.

319. When charges for delivery by special messenger have been paid the message must be delivered by the quickest means available for the money deposited. If the sum deposited is found to be insufficient at the office of destination, the difference is recovered from the addressee. If the addressee is absent or refuses to pay the charges due, they must nevertheless be paid to the special messenger. In the report of non-delivery, the charges due must be mentioned in order that they may be recovered from the sender (*see* Indian Telegraph Rule 107). If the sender refuses to pay the charges due, the matter should be referred to the Postmaster-General or, in the case of Licensed Offices, to the Audit Office for orders (*see* para. 257).

If the express charge has not been utilised owing to a cooly not being available, the addressee not being found at office of destination or for any other reason, or if only a part of the express charge has been utilised, the office of destination must report the fact by a service telegram to the office of origin which will immediately make the necessary refund to the sender.

A book showing "Porterage Charges" to places beyond free delivery radius and the offices from which messages should be delivered is supplied to all telegraph offices. If it is found that telegrams are regularly received for any place not mentioned in the book of Porterage Charges and which is beyond the free delivery radius the name of the place, the porterage charge and the office of delivery should be reported to the Director-General of Posts and Telegraphs, Traffic Branch, through the usual channel.

Special delivery charges for telegrams sent to, or from, Portuguese India should not be collected from the sender. Indications for special delivery may, however, be given in the telegram at the request of the sender by inserting "XP RTP" in the Service Instructions of telegrams. The office of destination will on receipt of the telegram recover the necessary charges from the addressee before it is delivered to him. The specification of the amount of the special delivery charges in such telegrams is not required.

### Delivery through the post.

320. Telegraph offices receiving a telegram for delivery through the post in India should make out a delivery sheet in form T. I.-117 in duplicate by means of carbonic process and date stamp it after noting therein the number of the telegram and the addressee's name. The upper copy of the delivery sheet should then be enclosed together with the message in its own cover addressed to the addressee in a service cover marked 'Telegram urgent' and addressed to the Post Office of destination for despatch by the earliest mail. A certificate of posting should be obtained from the post office at which the cover is posted. The Post Office which effects the delivery by post should after delivering the telegram return the signed delivery sheet in a service cover to the telegraph office from which it was received. If the telegram cannot be delivered the telegram together with the delivery sheet should be returned in a similar manner.

The lower carbonic copy of the delivery sheet should be retained by the office which posted the telegram as a check upon the return of the original.

A Departmental telegraph office should obtain an acquittance from the post office at which a telegram is handed in for transmission onwards by post on the carbon copy of the delivery docket itself. In the case of a combined office the carbon copy of the delivery docket should be signed by the Sorting Branch.

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TELEGRAMS TO BE DELIVERED  
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When a message intended to go by Mail Steamer and addressed Post Registered is received too late to be registered before the departure of the steamer, it should be posted at once, paid, but not registered.

If the Post Office is unable to deliver a message, it will be returned to the Telegraph Office after three days (D. G. P. O.'s Circular No. 5 of 22nd April 1882). All cases of disregard of this rule should be reported to the Postmaster concerned. Messages addressed to Post Offices, Poste Restante, or Care of Postmaster, To await arrival, etc., are retained by Post Offices for a prescribed period, according to the rules for Postal correspondence, and, if undelivered, are returned to the Telegraph Office. When the messages are returned undelivered they must be sent to the Check Office with other undelivered messages.

**321.** Registered telegraphic addresses are not to be accepted in telegrams which are to be posted to Ceylon or other places beyond Indian limits.

**322.** On Inland State messages which are to be posted to places in Persia from Robat (Baluchistan), *i.e.*, addressed "Post Robat", no charge or postage should be levied.

For the purposes of Indian Telegraph Rule 147, Aden is considered an Indian Port. The telegraph rates for Aden are given in Section XXIV of the Post and Telegraph Guide.

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## CHAPTER XVIII.

## SEMAPHORIC TELEGRAMS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

**150. SEMAPHORIC TELEGRAMS** are telegrams signalled to or from ships by means of Semaphore.

**151. SEMAPHORE STATIONS.**—Semaphoric telegrams may be transmitted from or received by the following Government Telegraph Offices which are Semaphore stations:—

Achipur.	Hooghly Point.
Budge Budge.	Mud Point.
Diamond Harbour.	Saugor Island.

**152. LANGUAGE.**—Inland Semaphoric telegrams shall be written in English or in groups of letters representing the Signals of the International Code of Signals.

**153. ADDRESS.**—When an inland Semaphoric telegram is to be signalled to a ship at sea, the address shall contain, in addition to the ordinary directions, the name or official number of the vessel for which it is intended, and its nationality.

**154. PREAMBLE.**—In every inland Semaphoric telegram the service instruction "SEM" [Rule 18 (d)] shall be written, and shall be signalled after the office of origin.

**155. CHARGES, ETC.**—The charge payable on an inland Semaphoric telegram shall be the charge prescribed by Rule 78, together with a fixed fee of eight annas. The charges for Semaphoric telegrams addressed to ships shall be paid by the sender; the charges payable on Semaphoric telegrams received from ships shall be paid by the addressee before delivery.

**323.** Agents of certain Steamship Companies have undertaken, in writing, to pay for any messages that may be transmitted by semaphore or flag from their ships to any of the Semaphore Stations in India. In these cases the charges due should be debited to those companies and the message transmitted as fully paid and not "bearing".

**324.** When a ship to which a Semaphoric message is addressed does not arrive within the time specified by the sender, or, in default of such specification, by the 29th morning, the Semaphore station reports non-delivery to the office of origin. The sender is entitled to ask, by Paid Service Advice addressed to the Semaphore station, that his message may continue to be preserved during a further period of 30 days and so on. If this request be not made, the message should be treated as undelivered on the 30th day of deposit (not included). On receiving the report of non-delivery, if the office of origin cannot identify the sender to whom it should be notified, the Check Office may be asked to send the original telegram for inspection (see also paras. 244 and 245).

## CHAPTER XIX.

## PRESS TELEGRAMS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

[*Rules in paras. \* do not apply to Licensed offices.*]

156. Inland press telegram means:—

- (1) an inland telegram containing only intelligence clearly intended for publication in a registered newspaper and addressed, by means of its registered title and town of registration, to a newspaper or news agency the name of which has been registered by the Director-General:

Provided that such telegrams may contain also, written within brackets at the beginning or end of the text, instructions relating to the publication of the telegram not exceeding in length 10 words or 5 per cent. of the number of chargeable words in the telegram, whichever is less, or

- (2) an inland telegram from or to a newspaper or news agency by its registered title (but not by the name or designation of a person connected with its publication or management) to or from any of its correspondents or employees by name or designation or both, on the subject of a press telegram actually received from, or despatched by, such correspondent or employee, or
- (3) an inland telegram to an official of the Telegraph Department on matters of Press business from a newspaper or news agency by its registered title only, or
- (4) an inland telegram to an officer of Government in British India from a registered news agency duly authorised in this behalf by the Governor-General in Council or by the Local Government,
- (5) an inland telegram to any person from the Meteorological Officer at Poona, Calcutta or Karachi containing a summary for public information of reports received from weather observation stations,
- (6) an inland telegram containing intelligence for broadcasting
  - (a) to an officer of the All-India Radio duly authorised in this behalf by the Central Government, from a registered news agency or
  - (b) from such an officer to another officer of the All-India Radio so authorised:

Provided that the broadcasting of such telegrams shall be subject to such restrictions as may be imposed by the Central Government from time to time.

157. Subject to the exceptions and conditions contained in Rules 158, 159 and 160 inland press telegrams shall be accepted for transmission at the special press rates shewn below, namely:—

I.—For delivery in India.

Class.	Charge for any number of words not exceeding 40 excluding the address.	Charge for each additional five words after the first 40 words.
	Rs. a. p.	Rs. a. p.
Express . . . . .	1 0 0	0 2 0
Ordinary . . . . .	0 8 0	0 1 0

II.—For delivery in Ceylon.

—	Charge for any number of words not exceeding 32 excluding the address.	Charge for each additional four words after the first 32 words.
	Rs. a. p.	Rs. a. p.
	1 0 0	0 2 0

III.—For delivery in Burma.

Class.	Charge for any number of words not exceeding 40 excluding the address.	Charge for each additional five words after the first 40 words.
	Rs. a. p.	Rs. a. p.
Express . . . . .	2 0 0	0 4 0
Ordinary . . . . .	1 0 0	0 2 0

158. The special press rates prescribed under Rule 157 shall not apply to :

- (1) telegrams for transmission to Afghanistan or Lhasa (Tibet) ;
- (2) telegrams for transmission from or to Licensed Telegraph Offices or through an intermediate Licensed Telegraph Office :

Provided that Railway Telegraph Offices may, subject to the requirements of Railway business, accept press telegrams for transmission at press rates within the limits of their respective Railways.

159. The admission of press telegrams for transmission at the special press rates prescribed under Rule 157 shall be subject to the fulfilment, by the news agency concerned and by its correspondents and employees, of the following conditions :—

- (1) A news agency shall, on registration, and annually thereafter, submit to the Director-General a list of its *bona fide* subscribers to whom it issues news.

NOTE.—Form of application for registration may be obtained at any Government Telegraph Office.

- (2) Press telegrams admitted for transmission at press rates shall not, before publication in a newspaper, be communicated to an unregistered newspaper, or to any private individual or to any establishment such as a club, cafe, hotel or exchange.
- (3) A copy of every newspaper in which a press telegram is published shall, on demand, be furnished to the Telegraph Office from which such press telegram was delivered.

160. Inland press telegrams for transmission at press rates shall conform to the following conditions :—

- (1) Such telegrams shall be written in plain language in English, but ordinary English words may be abbreviated.
- (2) Long telegrams shall be divided into pages of about 75 words each ; such pages shall be numbered consecutively and each of them, except the last, shall conclude with the special instruction "MTF" [Rule 18 (d)] ; the last page shall conclude with the special instruction "End of message". The name of the sender shall be written at the top of each page, and the last word of each page shall be repeated at the top of the next page.
- (3) The interval between the handing in of the different pages of one and the same telegram shall not exceed one hour. When this interval is exceeded the first page handed in thereafter shall be treated as commencing a fresh telegram.

(4) When possible, previous notice shall be given at the Telegraph Office concerned, of an intention to send a press telegram of greater length than 1,000 words. Such notice shall contain the following particulars:—

- (a) probable time at which telegram will be handed in,
- (b) probable length of telegram,
- (c) addresses to which telegram is to be sent.

(5) In the case of press telegrams addressed to more than one newspaper or news agency the full list of addresses shall be required to be furnished with the first page only.

161. In inland telegrams accepted for transmission at press rates the address, the sender's name and all full-stops shall be transmitted free of charge. The transmission of signs of punctuation other than full-stop shall be governed by the ordinary rules.

162. The charge for inland press telegram addressed to several addresses shall, whether all the addressees are served by the same telegraph office or not, be the charge for a single inland press telegram of the same length together with, for each address after the first a fee calculated at the rate of 5 annas for any number of chargeable words not exceeding 100 and 1 anna for each additional 20 words or part thereof:

Provided that, in the case of telegrams sent to Burma, these charges shall apply only where all the addressees are served by the same telegraph office.

#### General.

325. Press telegrams can only be addressed to newspapers, or news agencies, the names of which have been registered by the Postmaster-General in accordance with the above rules.

The official accepting a Press telegram must carefully examine the message to see that it complies with all the conditions specified in the Indian Telegraph Rules 156 and 160. With a view to avoid any possibility of abuse of the concessional rates, any telegram, the contents of which appear doubtful, must immediately be referred to the Head of the office for a decision as to whether the message tendered can be accepted at press rates or not.

The following is the usual procedure in respect to the registration of newspapers under the Press message rules. Newspapers applying for registration should submit their applications in the prescribed Form T. I. 149, signed by the proprietor to the Postmaster-General of the circle in which the newspaper is published or where the news agency exists and forward a sample copy of the newspaper. The sample copy of the newspaper is required to enable the Postmaster-General to see whether the paper is a genuine publication and whether it satisfies the



definition of a newspaper given in the Post and Telegraph Guide. If so, the registration of the newspaper may be sanctioned and the proprietor informed; the date from which registration will take effect being mentioned. The registration should be immediately reported to the Director General of Posts and Telegraphs, Traffic Branch, for notification of the name of the newspaper in the next Traffic Routine Circular and in Appendix 7. The date from which registration will take effect may be taken to be about fortnight from the date of the Traffic Routine Circular in which the information is to be notified. In special cases, if the registration is required at once, the offices from which Press messages are to be accepted and the offices which will deliver such messages should be instructed by wire.

News agencies should submit their applications for registration in Form T. I. 148. If the application is found to be in order, the registration may be sanctioned and the fact reported in the same manner as for newspapers.

When any newspaper ceases to be published, or any news agency ceases to exist, the Postmaster-General will inform the Director-General of Posts and Telegraphs, Traffic Branch, for correction of Appendix 7.

**\*326.** In order that the Department may provide for any sudden increase of Press traffic on occasions of public interest, Heads of Offices must report to the Postmaster-General (if possible) a fortnight in advance the date and hour fixed for any important public event.

Any sudden and unexpected event, causing increase in Press traffic and which is likely to continue, should at once be reported to the Postmaster-General by Service message in order that special arrangements may be made to meet the pressure of telegraph business.

**\*327.** In order that the necessary arrangements may be made for the transmission of long Press messages, it has been laid down [Indian Telegraph Rule 160 (4)] that as much previous notice as possible should be given of the intention to send long news messages of a greater length than 1,000 words. Although it is very desirable that this rule should be adhered to, heads of offices must not refuse to accept messages exceeding the length mentioned, provided there is a probability of their being transmitted without delay. In all cases, in which notice has not been given, the senders should be informed that the messages are accepted at their risk, and that the Department will not be responsible for any delay which may occur in transmission.

When the required notice is given to an office, the offices to which the news is to be forwarded should be given the following information by a Service message:—

- (i) Time the messages will be handed in.
- (ii) Probable number of words in text, as intimated by the person giving the notice.

If a Press message exceeding 1,000 words be tendered without notice, similar intimation should be given to the other offices concerned in order that the best possible arrangements under the circumstances may be made for the transmission or receipt of the news.

\*328. Arrangements have been made with the Private Secretary to His Excellency the Viceroy for copies of speeches, delivered by His Excellency the Viceroy when on tour, to be sent to the nearest Government Telegraph Office accompanied by a list of newspapers or news agencies as have asked to be supplied with the Press messages at their expense. When His Excellency is in Simla, or Delhi, copies of the speeches will be similarly furnished to the Telegraph Office, but no list of addresses will accompany them, as a permanent list, corrected to date, will be maintained by each of those two offices. The sender's name in these messages will usually be *Correspondent, Viceroy's Camp*.

When His Excellency the Viceroy delivers a speech in the town in which any of the newspapers are published or news agency is situated, a copy of the speech will be furnished direct to the newspaper or news agency concerned by the Private Secretary's office, and in that case the name of the newspaper or news agency will be struck out of the printed list sent with the speech to be transmitted by telegraph. If local newspapers or news agencies are retained on the list, the Private Secretary's office should be referred to and asked to furnish a copy direct as there will be no telegraphic transmission.

\*329. Whenever the conditions specified in Indian Telegraph Rules 156 and 160 have been infringed, the messages should be placed *in fault* and the claim for the difference between Press and Private rates will, if considered necessary, be made by the Check Office.

### Forms.

\*330. Form A. P. is used for A Press messages, Form C 4 for B or C Press messages and Form  $\frac{C. 2}{A\bar{b}s}$  on absorbent paper for B or C Press messages with the Roneo or other duplicator.

Press Message Forms (Form A. P.) should be provided at all large offices and supplied free on demand to newspaper correspondents. Any Press message handed in written on other than the Press Form should be pasted to the proper Form.

### Code time.

\*331 All the pages of a Press message, which are handed in at the same time, must receive the same Code time. When the pages are handed in at intervals, each subsequent page, or series of pages, should be code timed according to the time handed in, but when signalling such a message, the second and subsequent pages should bear the remark "Continuation of———" (Code time of the first page).

For instance, if the first page of a Press message were Code timed 11-10; the second 11-45; the third and fourth 12-10 and the fifth 12-45, the particulars in the second and subsequent pages would be:—

	Page.
Q Robinson, Bangalore LI, contn. of LB . . . . .	2
Q Robinson, Bangalore MB, contn. of LB . . . . .	3
Q Robinson, Bangalore MB, contn. of LB . . . . .	4
Q Robinson, Bangalore MI, contn. of LB . . . . .	5

The last word on a page should be repeated at the beginning of the text of the next page as a catch word and will not be charged for.

The abbreviation MTF should be written and signalled at the end of each page except the last, which should conclude with the words *End of message*.

### Numbering.

**\*332.** When an Inland Press message is handed in as a complete message for one address, it should receive in black ink only one daily serial number, irrespective of the number of pages it may contain, but when it bears *several* addresses, it should receive a number for each separate address.

At Transit offices, Press messages must receive a daily serial number for each separate transmission.

At the office of destination, Press messages must be given a daily serial number for *each* address actually sent out for delivery.

The second and subsequent pages of Press messages must not receive separate daily serial numbers. The numbering of pages has nothing to do with the daily serial number of the message. The page system is intended to facilitate the punching, the transmission, the transcription and the sorting of Press messages in Telegraph Offices as well as in the Newspaper Office. A Press message consisting of several pages is only *one* Press message.

A, B and C Press messages, whether prepaid or not, must be numbered separately from all other messages. In large offices a separate numbering machine should therefore be used, and in small offices a separate number slip Form T. I. 105 should be employed.

Lloyd's messages which are transmitted at Inland Press rates must be numbered with Press messages.

Press messages classed Express will bear the Class Prefix XQ and be transmitted in their turn with State and Private Express messages and will receive no special treatment. Ordinary Press messages will bear the Class Prefix Q and be transmitted in turn with Ordinary State and Private messages. Inland Bearing Press Messages must have the letters BG prefixed to the class and should be signalled as BGXQ or BGQ according as they are Express or Ordinary.

There is no ordinary classed press telegrams between India and Ceylon. In the case of bearing press messages the class prefix BGXQ and the Service instruction RTP should always appear.

### Class prefix and precedence.

**\*333.** A long message, whether prepaid or not, must not be delayed in order that the words may be counted, but the charge should be calculated *after* the signalling of the message has been completed. If prepaid, a deposit may be left by the sender to cover the cost of the message. The number of words must not be signalled in Inland Press messages whether prepaid or not.

Arrangements should be made to permit of Press telegrams, whether important or not, reaching offices of destination as speedily as possible consistent with the class, Express or Ordinary, under which they are booked.

### Multiple messages.

**\*334.** According to Post and Telegraph Guide, clause 413 (9), Press correspondents are required to furnish, when practicable, a sufficient number of copies of the text of a Multiple Press message to allow of its being telegraphed simultaneously to each office. When additional copies are furnished, Supervisors should be careful that duplicate transmissions are not made in error.

**\*335.** In Multiple Press messages all the copies for various newspapers must be paid for at the same rate and transmitted under the same class, *Express* or *Ordinary*. Both classes cannot be used in the same message.

If certain copies of a multiple Press message are required to be transmitted prepaid and the others unprepaid, the prepaid and unprepaid copies should be treated as separate messages. For instance, in the multiple Press message classed *Ordinary* and containing 221 words (para. 324) addressed to (1) *Englishman*, Calcutta, (2) *Statesman*, Calcutta, (3) *Forward*, Calcutta, (4) *Mail*, Madras, and (5) *Times*, Madras, if the copies for (1) and (4) are required to be transmitted prepaid and the others unprepaid, the charges should be calculated as follows :—

(a) Prepaid copies for *Englishman*, Calcutta, and *Mail*, Madras.

	Rs.	s.	p.
Cost of first address . . . . .	2	13	0
Fee for second address of five annas per hundred words plus one anna for each additional 20 words or part thereof . . . . .	0	12	0
Total . . . . .	3	9	0

(b) Unprepaid copies for *Statesman*, Calcutta, *Forward*, Calcutta and *Times*, Madras.

	Rs. a. p.
Cost of first address . . . . .	2 13 0
Fees for the two other addresses at five annas per hundred words <i>plus</i> one anna for each additional 20 words or part thereof, for each address 12 annas. Hence for two addresses . . . . .	1 8 0
Total . . . . .	4 5 0
Share debitable to each newspaper . . . . .	1 7 0

For the prepaid copies, the particulars of the addresses, the name of the correspondent and the charges should be noted on a separate form on which the charges should be converted into stamps, affixed and defaced in the usual way. For the text a note should be added to say "For text *see* Press No. . . .". On the original message containing the full number of addresses, a note should be made to say "For prepaid charges *see* Press No. . . .".

\*336. The following is an example of a Press message. consisting of three pages and addressed to five newspapers :—

(1) *As tendered.*

Class Prefix . . . . . Q.  
 Code Time . . . . . KC.  
 From . . . . . Johnson, Lahore (date). Five addresses.  
 To . . . . . *Englishman*, Calcutta ; *Statesman*, Calcutta ; *Forward*, Calcutta ; *Mail*, Madras. *Times*, Madras.

(2) *As signalled by Lahore to Calcutta.*

With first page.

(Warning Signal) . . . . . Q. One T Three C.  
 Class Prefix . . . . . Q.  
 Code Time . . . . . KC.  
 (Sender's name) . . . . . Johnson.  
 Office of Origin . . . . . Lahore (date).  
 Service Instructions . . . . . Five addresses, page one.  
 (Signal of separation) . . . . . — — — — —  
 To . . . . . *Englishman*, Calcutta ; *Statesman*, Calcutta ; *Forward*, Calcutta ; *Mail*, Madras ; *Times*, Madras.  
 (Signal of separation) . . . . . — — — — —  
 (Text) . . . . . Text.  
 (Signal of separation) . . . . . — — — — —  
 (Further particulars) . . . . . MTF.  
 (Finis) . . . . . — — — — —

## With second page.

(Warning Signal) . . . . .	Q One T Three C.
(Heading) . . . . .	Q Johnson, Lahore (date) KE. Contn. KC. Page two.
(Signal of separation) . . . . .	— — — — —
(Catch word) . . . . .	Possible.
(Text) . . . . .	Text.
(Signal of separation) . . . . .	— — — — —
(Further particulars) . . . . .	MTF.
(Finis) . . . . .	— — — — —

## With third page.

(Warning Signal) . . . . .	Q One T Three C.
(Heading) . . . . .	Q Johnson, Lahore (date) KG Contn. KC. Page three.
(Signal of separation) . . . . .	— — — — —
(Catch word) . . . . .	now.
(Text) . . . . .	Text.
(Signal of separation) . . . . .	— — — — —
(Further particulars) . . . . .	End of message.
(Finis) . . . . .	— — — — —

The Calcutta office in signalling the message onwards to Madras will alter the preamble of page one as shown below :—

(Warning Signal) . . . . .	Q Two C.
(Class Prefix) . . . . .	Q.
(Code Time) . . . . .	KC.
(Sender's name) . . . . .	Johnson.
(Office of Origin) . . . . .	Lahore (date).
(Service Instructions) . . . . .	Two addresses, page one.
(Signal of separation) . . . . .	— — — — —
To . . . . .	Mail, Madras ; Times, Madras.

The rest of the first page and the second and third pages will be signalled in the same manner as shown above for the transmission by Lahore to Calcutta, except that in the two latter parts the Warning Signal would be altered to *Q Two C*.

## Signalling of Press messages.

\*337. In signalling Press messages, special attention must be given to the punctuation. The signal - - - - - must be signalled where there are fullstops, and, when a fresh line is to be commenced, the signal for fresh paragraph - — - — - must be signalled. The authorised symbol for the commencement of a fresh paragraph in a reporter's copy consists of two strokes, thus ||.

Fullstops only will be transmitted free; all other signs of punctuation, if the sender specially requests that they be signalled, being charged for (*see* Indian Telegraph Rule 161). If the sender inserts the word "stop" it should be charged for and signalled.

All messages must be signalled and written as handed in by the sender, word for word and figure for figure. Numbers, if expressed in words, must not be altered to figures, and no words should be abbreviated nor should abbreviations be expanded. When fractions are written in figures they must be signalled in figures. The numerals (1, 2, 3, etc.) must always be signalled in full. The employment of the abbreviations of these symbols is expressly prohibited.

The list in Appendix 2 gives some specimens of the abbreviations used by correspondents in Press messages. The abbreviations if used should be signalled exactly as written by the sender, and should be the same in the copy sent out for delivery.

The general rules governing the signalling of figures apply to Press as well as other messages, except that figures in Press telegrams are not repeated.

### Calculation of charges.

**\*338.** The offices at which Press messages are accepted without prepayment, will *after* the messages have been transmitted, calculate the charges and note on the original message drafts—

- (1) the number of words,
- (2) the cost, and
- (3) the shares debitable to each newspaper.

In calculating the charges of long Press messages, a blank form or sheet of paper should be attached to the first page and all the particulars noted above should be recorded on it. The office of origin will treat all the pages as *one message*. For instance, in an Ordinary classed Press message consisting of three pages and addressed to five newspapers (as in para. 335) the particulars regarding the charges would be—

	No. of words.
1st page . . . . .	69
2nd page . . . . .	72
3rd page . . . . .	80
<b>Total . . . . .</b>	<b>221</b>
	Rs. a. p.
Cost of first address . . . . .	2 13 0
Fees for the remaining four addresses (at 5 annas per hundred chargeable words and 1 anna for each additional 20 words or part thereof), for each address 12 annas. Hence for four addresses will be . . . . .	3 0 0
<b>Total . . . . .</b>	<b>5 13 0</b>
Share debitable to each newspaper . . . . .	1 2 7

### Special rules for the acceptance and transmission of Press telegrams.

\*339. Under Indian Telegraph Rule 160, long news messages must be broken up into pages of about 75 words each, but if the sender does not so break up his message it must be done in the Telegraph Office. If the message be required to be transmitted on one circuit, it need not be cut up, but the letter "P" and the number of the page should be noted in the margin, at intervals of about 75 words, and the particulars noted opposite or below these entries.

Press correspondents should be invited to forward Press matter for transmission in successive batches of pages. This will enable the traffic to be dealt with steadily, and will result in a constant flow of pages arriving at the office of destination. The addresses should be handed in either in advance or with the first page and with the subsequent pages duly numbered and headed; no further repetition of the addresses will be necessary. A suitable heading must be given to the pages to prevent any confusion, such as—

Q. Johnson, Calcutta K. C., page 2, Viceroy's sph;

or

Q. Johnson, Calcutta K. C., page 2, Cncl. Pros. (abbreviations for Council Proceedings).

When a long message split up into pages is addressed to one newspaper only, the name of the newspaper as well as the name of the sender and office of origin should be signalled with the second and subsequent pages, thus —

*Q. Johnson, Lahore, to Englishman, Calcutta, KC Page two.*

*Q. Johnson, Lahore, to Englishman, Calcutta, KC Page three.*

Transmitting offices on receipt of a call for missing pages must at once re-signal the pages called for, if they have been received in the office. If these have already been signalled, a Service message should at the same time be sent to the Receiving office saying "*Sent on—  
—at—now sent on—at—*". This will avoid delay in searching. The Receiving office will then search for the original pages and will see that duplicate copies are not sent out for delivery.

In large offices an official may be specially deputed to supervise Press traffic. He should maintain a register (Form T. I. 123) in order to check the numbers of the pages as they arrive. In Press messages addressed to several newspapers, care should be taken to see that the offices concerned are furnished with the full preamble of the first page beforehand, in case the second or subsequent pages have to be signalled to them before the first. The skeleton copies of "Received" Press messages should not be kept, but the register of Press messages (Form T. I. 123) should be used for recording the necessary "skeleton" particulars in respect of "Sent", "Transit" and "Received" Press messages, separately. The register should be maintained in duplicate by



means of carbon paper in case of "Received" Press messages, one copy being sent to the Telegraph Check Office, Calcutta, and the other copy retained as an office record.

**\*340.** If, after the transmission of a Press message, the sender desires to have it sent to an address not included in the original list of addresses, the copying fee should only be charged, if the additional address be in a town to which the message has already been sent, but if it be in a town to which message has not been sent, the message will, for the purposes of such additional transmission, be treated as a new message.

**\*341.** To save unnecessary signalling operations, the texts of two or more Press messages, which are identical, may be combined, care being taken to see that the correct preamble of separate messages are given and acknowledged by the distant office.

**\*342.** In Multiple Press messages, the name of the office of destination must be repeated after the name of each newspaper in the list of addresses given with the first page so as to render each address complete.

The acceptance, transmission and delivery of Multiple Press messages and Press messages tendered in portions, require special care. Heads of offices must not only devote personal attention to them but satisfy themselves that the rules are thoroughly understood and acted on by supervisors, telegraphists and clerks.

The information given in Appendix 7 showing "Time of going to press" should be used as a guide to the treatment of multiple address telegrams. For instance, if a Press telegram is handed in at Calcutta at 8 hours addressed to *Pioneer*, Allahabad (time of going to press 9-30) and *Mail*, Madras (time of going to press 15-30), the Calcutta office should arrange to transmit the telegram to Allahabad first and then to Madras; but if the telegram were handed in at 13-30, it should transmit it to Madras first and then to Allahabad.

**\*343.** In writing out Press messages, a space should be left between the lines to enable the editor to interline any additions. Care should be taken to see that each fullstop is written not as a dot, but as a dash, thus —, and that the next word is started with a capital letter. A fresh line should be commenced when the signal for fresh paragraph is given. The number of the page, as well as the last word of the preceding sheet, should be written at the head of each sheet.

Efforts should be made to write the page of 75 words in one sheet, but if this cannot be done, care must be taken to head the second sheet. "*Contn. of Page—*" so that it may not be mixed up with any other page.

**344.** As a rule, Press telegrams cannot be transferred from the Licensed Telegraph System to the Government Telegraph System, or *vice versa* (see Indian Telegraph Rule 158), but Press telegrams can

be sent free from Railway Telegraph offices by Railway officials reporting Railway accidents to registered newspapers and news agencies and these should be accepted by Transfer offices and passed over Government (*i.e.*, Departmental and Combined office) wires free of charge. These telegrams should be signalled under the Class Prefix XQ. In telegrams from Railway officials addressed to Government officials giving details of Railway accidents, the Class Prefix should be XXR (*vide* para. 219). These telegrams may be transferred to the Government telegraph office nearest the office of origin.

### Advance Press.

**\*345.** Press messages are sometimes required to be telegraphed in advance to offices of destination to be detained there until they are required to be delivered. These messages, designed "Advance Press", should be signalled without code time and date, and their Class Prefix should be preceded by the letter "A", thus:—AQ, AXQ, AINA, ABgZ, etc. If the hour at which the message is to be released is mentioned at the time it is tendered at the counter, it should be notified in the Service Instructions, thus:—"Release 19/30 to-day", or "Release 10/30 to-morrow", which should be entered on all copies before delivery. If no hour of release is mentioned, the Advance Press message should be detained until a Service message is received authorising its release. The service message authorising release should state the hour at which the Advance Press message should be released and this information should be entered on all copies before delivery.

When the English mail arrives in Bombay on a Sunday, Press messages which are received by the mail and which are classed "Ordinary", should be treated as "Advance Press" according to the instructions given in the preceding para., *i.e.*, they should be transmitted to destination immediately on receipt to be released on Monday morning.

**163. PRESS TELEGRAMS ACCEPTED WITHOUT PREPAYMENT.**—(1) Inland press telegrams may be accepted without prepayment in cases in which the newspaper or news agency concerned has obtained previous sanction from the Director-General and has deposited in cash or in Government promissory notes or in Post Office Cash Certificates or has furnished a letter of guarantee in the form set out in rule 86 from a bank approved by the Director-General in this behalf as security for, a sum of money calculated as below:—

- (a) If the accounts are to be rendered monthly.—The equivalent of eight weeks' transactions subject to a minimum of Rs. 50.
- (b) If the accounts are to be rendered fortnightly.—The equivalent of six weeks' transactions subject to a minimum of Rs. 50.

(2) If at any time the amount of transactions exceeds the deposit, a proportionate increase in the deposit may be demanded from the newspaper or news agency concerned.

(3) A fee for the upkeep of such accounts shall be levied by the Telegraph Check Office at the rate of three per cent. on the amount of such accounts.

(4) Accounts for such telegram and fees shall be rendered monthly or fortnightly, as the case may be, by the Officer-in-Charge of the Telegraph Check Office, Calcutta, and shall be paid within one week of the date on which they are received.

164. Inland press telegrams for transmission at press rates shall be subject to the ordinary rules in respect of hours for acceptance at telegraph offices, but such telegrams whether ordinary or express, shall be sent out for delivery as soon as received at the office of destination.

165. If a telegram which has been transmitted at press rates is subsequently found not to comply with the conditions prescribed by the rules for the acceptance of telegrams at press rates, a sum equal to the difference between the charge for such telegram at the press rate and the charge at the full rate shall be demanded by the Telegraph Office concerned from the sender or receiver, as the case may be, who shall immediately pay the same.

#### Deposit accounts for Press messages.

\*346. The deposit system accounts for Press messages may be adopted by any registered newspaper or news agency on the conditions laid down in Indian Telegraph Rule 163, otherwise Press messages must be prepaid in cash or stamps.

For rules of procedure in dealing with the deposits and bills for recovery of amounts due from newspapers or news agencies *see* rules in the *Message Revenue Account Code*.

#### Acceptance of Press messages without prepayment.

\*347. With the exceptions provided in the footnote to Appendix 6, Inland Press telegrams can only be accepted without prepayment on the special sanction of the Postmaster-General of the circle in which the newspaper or news agency is published or situated, who will specify (1) name of sender, (2) office at which such telegrams may be accepted, (3) newspaper or news agency to which they may be addressed. The necessary instructions should be issued by the sanctioning Postmaster-General (usually by wire) *direct* to the office or offices at which the messages will be tendered for despatch and should be followed by a memorandum in Form T. I. 122, notifying the authority to the Check Office, the Director-General of Posts and Telegraphs and the editor or manager of the newspaper or news agency.

Before sanction is accorded to the acceptance of press messages without prepayment, the list or register of deposits should be consulted to ascertain if the newspaper or news agency concerned has a deposit and whether it is sufficient to cover the approximate cost of telegrams likely to be received.

Sanction for the acceptance of Press messages without prepayment cannot without fresh authority be transferred from office to office, person to person, or newspaper (or news agency) to newspaper (or news agency) and every telegram must be verified by the signature of the person named by the Postmaster-General or by the Director-General, Posts and Telegraphs, Traffic Branch. Such sanctions are confidential.

The acceptance of Press telegrams, without prepayment for the Indian News Agency, the Associated Press Agency and Reuter's Telegram Company, will be sanctioned by the Director-General of Posts and Telegraphs, Traffic Branch.

When asking for a general authority for a correspondent to send Press messages without prepayment, such as from "*All Government offices*", or "*All Government offices in .....*" (Presidency, Province, District, etc.) the principal newspapers have agreed to name, as far as possible, the offices from which the correspondent is likely to send Press messages during the first month. If this information is given, the necessary instructions should be wired only to the offices concerned instead of issuing an AGO telegram. Intimation should at the same time be sent by post to the Director-General of Posts and Telegraphs, Traffic Branch, to permit of the general authority being notified in the Traffic Routine Circular. The general authority should also be notified as usual in Form T. I. 122 to the Check Office and the editor or manager of the newspaper or news agency.

The concession of accepting Press messages without prepayment must be renewed every year, except in the case of concessions mentioned in Appendix 6 which hold good until instructions to the contrary are received from the newspaper or news agency concerned. In December of each year, the Postmaster-General should address newspapers or news agencies which were granted the concession previously, asking them to name their correspondents for the ensuing year.

Each office should maintain a register or file to record all sanctions regarding the acceptance of Press messages without prepayment which affect it and which have been notified either direct by the head of the circle or the Director-General of Posts and Telegraphs, Traffic Branch, or generally in the Traffic Routine Circular. Appendix 6 contains a list of newspapers or news agencies for whom Inland Press telegrams may be accepted without prepayment from *any person* either in India or in a particular province or as noted therein.

#### Delivery of Press messages.

**\*348.** The following procedure must be adopted in the delivery of Press messages, except where special instructions have been given by

newspapers or news agencies for delivery to their own peons at fixed intervals. A series of envelopes for each newspaper or news agency should be prepared for use daily. These must be numbered consecutively, commencing at number 1 each day at midnight or when the office opens. In offices in which Press traffic is heavy and constant, these numbered envelopes should be kept in separate pigeon holes, one for each newspaper or news agency, with the name of the paper or news agency printed on them.

Press matter should be sent out for delivery as it comes to hand, and it does not matter if pages of different messages are delivered in the same envelope; that is, Press matter is not to be delayed until either a message can be delivered as a whole, or in batches of consecutively numbered pages. The number to be entered on the Peon's Delivery Receipt Form T. I. 117 is that of the envelope and not that of the enclosures.

The first page must always go out with the first batch. Each envelope should be filled if pages are ready, but care must be taken, when the pages of separate messages are placed in one cover, that the several pages of each message are folded together. The pages of separate messages must never be mixed or folded together as if they were one and the same message. After the first page of a Press message has been sent out for delivery, every other page should be sent out as soon as ready. Offices of destination should arrange to deliver Press telegrams, immediately on receipt by day or night, unless special instructions to the contrary have been received from the newspapers or news agencies concerned.

The newspapers should be requested to file the various numbered envelopes as they are received, to enable them to check their consecutive receipt, if necessary. In order to detect any possible loss, either of page or packet, the number of the envelope used for sending out the pages or packets should be marked on the office copy of the Press message against the name of each newspaper.

The Code time of each message should be translated on the office copies as well as on the copies which are sent out for delivery in the same way as for ordinary C messages. The translated time should be entered in the space just below the Code time. The time of receipt at the instrument should also be written on both copies.

The delivery of GP and INA messages should be restricted to four times a day, the hours of delivery being arranged to suit local requirements. In the case of newspapers and news agencies, however, these messages should be sent out as soon as received. GP and INA messages should not ordinarily be sent out for delivery in telegram envelopes (Form T. I. 56) but in paper wrappers which may be obtained on indent.

### Weather summaries.

\*349. The All-India Weather Summaries are sent daily by the Meteorological Office, Poona. They must be signalled under the class prefix WS and distributed by the Poona office to subscribing newspapers and news agencies, the officers of the Meteorological Department and the Hon'ble Member in charge of the Department of Communications and to those private persons who may desire to gather a comprehensive idea of weather situation over the whole of India and agree to pay the subscription fixed by the Meteorological Department for all the four Regional Weather Summary telegrams enumerated below (*vide* Appendix 4).

The four Regional Weather Summary telegrams giving the weather report and forecast for—

- (1) Peninsular India (comprising the Bombay Presidency excluding Sind, Travancore, the Madras Presidency, Coorg, Mysore and Hyderabad);
- (2) Northern and Central India (comprising the Central Provinces, Central India and the United Provinces);
- (3) North-West India (comprising Sind, Rajputana, the Punjab, Kashmir, the North-West Frontier Province and Baluchistan); and
- (4) North-East India (comprising Bihar and Orissa, Bengal and Assam) and Burma,

are prepared and distributed by the Poona, Karachi and Alipore Meteorological offices to Government officials and private individuals subscribing for them (*vide* Appendix 5).

Of the four Regional Weather Summaries two are issued from Poona Weather India office the class prefix of which should be RWSP indicating "Regional Weather Summary Peninsular" and RWSN indicating "Regional Weather Summary Northern and Central" and one each from Karachi and Alipore Meteorological offices the class prefix of which should, in either case, be RWS.

The All-India Weather Summaries and the Regional Weather Summaries are attached to Press message forms and accepted without prepayment. A monthly serial number must be allotted by the Poona, Karachi and Calcutta offices, as the case may be, which must be signalled after the office of origin and appear on the copies delivered. All these messages should be charged for at the rate for Express press telegrams and for the purpose of transmission they should take their turn with Express press telegrams under para. 92. These messages should not be delivered before 6 hours or after 23 hours.

The Director-General of Observatories will notify to the Poona, Karachi and Calcutta telegraph offices, as the case may be, all changes in the list of newspapers and persons receiving the Weather Summary telegrams, and the Poona, Karachi and Calcutta offices will, in turn,

instruct transit and delivery offices accordingly. All permanent additions and alterations must be reported by the Director-General of Observatories to the Director-General of Posts and Telegraphs, Traffic Branch, for correction of Appendices 4 and 5.

The circulation of Weather Summary messages will be carried out as defined in Appendix 23.

#### Reuter's messages.

\*350. Government and Press messages tendered by Reuter's Agent at Bombay are distributed to the officials and newspapers or news agencies mentioned in Appendices 8, 9, 10, 11 and 12.

Reuter's full service (*i.e.*, Government and Press Service and Special Service) will be supplied only to subscribing newspapers, to His Excellency the Viceroy and His Excellency the Commander-in-Chief and, to such other Government officials as may be notified from time to time. This service will be signalled under the class prefix GP and will be charged for at Bombay, according to the number of subscribing newspapers and news agencies, at "Ordinary" Press rates *plus* copying fees for copies supplied to newspapers, but will be treated in transmission as "Express". A monthly serial number will be allotted by the Bombay office and this number must be signalled after the office of origin and appear on the copies delivered. In the case of Reuter's special service, the words "Special Service" should appear as the first words in the text of the message.

The Manager, Reuter's Telegram Company, Bombay, will notify to the Bombay Telegraph Office all changes in the list of newspapers and news agencies subscribing for GP messages and the Bombay Office will instruct Transit and Delivery offices accordingly. All permanent alterations must be reported by the Bombay office to the Director-General of Posts and Telegraphs, Traffic Branch, for correction of Appendices 8, 9, 10, 11 and 12. Alterations in the list of Government officials receiving Reuter's messages will be notified to offices concerned by the Director-General of Posts and Telegraphs, Traffic Branch.

Reuter's Government Summary Service will be issued from Bombay and will consist of a summary of news totalling approximately 500 words daily ordinarily issued in two sections of about 300 to 400 words in the morning and about 100 to 200 words in the afternoon, but additional sections will be sent out at other times when news of exceptional interest is received. This service is intended for Government officials only and will be supplied to the officials mentioned in Appendices 11 and 12 and to such other officials as may be notified from time to time. It will be signalled under the class prefix RGS. The cost of transmission to one address at Inland ordinary Press rates will be prepaid by Messrs. Reuter's Ltd., at Bombay. Government officials, who receive the different services, will be debited by the Telegraph Check

Office with the following flat rates per diem on account of the cost of ordinary telegraphic transmission of these services :—

	Rs.	A.	P.
(1) Reuter's Government and Press . . . . .	4	0	0
(2) Reuter's Special Service . . . . .	2	3	0
(3) Reuter's Government Summary . . . . .	1	11	0
(4) Reuter's Extra Special Service . . . . .	0	8	0

Government officials at Simla or Delhi, who receive Reuter's Government and Press in place of the Government Summary, will be charged at the rate fixed for the Government summary, viz., Re. 1-11-0 per diem.

Reuter's GP messages should not ordinarily be redirected by wire to any one except the Viceroy, the Commander-in-Chief and the Secretary (Foreign), Foreign and Political Department. If the other officials who receive GP messages at headquarters require them on tour, the daily rates given above should be charged again according to the service diverted if the diversion is by wire. If copies are, however required to be supplied at an office where the service asked for is ordinarily received, no additional charge should be levied beyond the flat rates quoted above for ordinary transmission to the headquarters of the officials.

If Reuter's Extra Special Service is required to be redirected by wire to any official, an additional charge of eight annas should be levied.

To admit of Telegraph Check Office raising debits against officials for redirected Reuter's and Indian News Agency messages, telegraph offices which deliver such messages should furnish the Telegraph Check Office at the end of the month with a statement in the form shown below for each official on whose account the messages were redirected. In preparing the statement the telegraph office should indicate in the last column whether the message concerned is ordinarily received in that office.

*Statement of Reuter's Government and Press (GP), Reuter's Government summary (RGS), or Indian News Agency (INA) messages re-directed on account of during the month 19 .*

Serial No. of GP, RGS or INA messages.	Date.	No. of Words.	Place from which redirected.	Cost. Rs. A. P.	Remarks.
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If the delivery of Reuter's messages to any Government official is discontinued or resumed, the fact should be reported by wire to the Calcutta and Bombay Offices and to the Telegraph Check Office, Calcutta, by the office of delivery.



GP messages are signalled in the following order :—

Class Prefix . . . . .	GP
Code Time . . . . .	MA
Number of words (see paragraph 65) . . . . .	80
Office of origin . . . . .	BY
Date . . . . .	15
Serial No. . . . .	25
Signal of Separation . . . . .	
Text . . . . .	As written.
End of message . . . . .	..

These messages must not be broken up into 75-word pages.

Reuter's Government and Press (G-P) messages are occasionally distributed from Calcutta. The Calcutta office will transmit copies of such messages direct to as many stations as possible, when further distribution will be made as in Appendix No. 21, GP messages distributed from Bombay will bear serial numbers 1, 2, 3, 4, etc., without any prefix and those distributed from Calcutta will bear serial numbers with the letter C prefixed to them, such as C1, C2, C3, C4, etc. Copies distributed from Calcutta, should be supplied only to those who are entitled to receive Reuter's full Service (GP). The charges to be debited against the Associated Press, Calcutta, for copies of Reuter's (GP) messages issued from Calcutta for both newspapers and Government officials should be at Inland Ordinary Press rates *plus* copying fees.

When the Viceroy, the Commander-in-Chief and the Heads of Local Governments or Administrations are on tour, Reuter's messages will be delivered in their camp offices. For other Government officials, if Reuter's messages are required to be delivered while on tour, delivery should be arranged from existing Departmental or combined offices where long halts are made; where short halts for meals only are made, delivery should not be arranged unless there are Departmental Telegraph offices which ordinarily receive such messages.

*NOTE*—The charges for supply of Reuters messages and the redirection charges referred to above are recoverable monthly. But an officer who is entitled to receive these messages wherever he may be, may at his option, pay the charges for supply of Reuters messages at his Headquarters annually in advance. For this purpose, he should communicate his intention to the Head of the Circle in which the officer is stationed, sufficiently before the commencement of the financial year for which the arrangement is sought. The Postmaster-General will issue necessary instructions in the matter and intimate the fact to the Accounts Officer, Telegraph Check Office, Calcutta, for recovery of the Annual subscriptions in the beginning of the year. The arrangement thus made will remain in force throughout the year and no claim for refund of the proportionate charges will be entertained unless the service is definitely discontinued, in which case the refund will be admissible only for the period from the first of the calendar month after the date of discontinuance.

The above rule may also be extended to those officers who are not entitled to receive these messages wherever they may be but agree to receive such messages (whether at Headquarters or elsewhere) uninterruptedly throughout the year as a standing arrange-

ment. In these cases if the supply is stopped for any reason during the periods of tour, refund of the proportionate charges will not be admissible unless the service is definitely discontinued, in which case the claim for refund will be regulated by the rules contained in the preceding paragraph.

*Indian News Agency messages.*

\*351. Indian News Agency messages will be handed in for transmission at the Simla (during the summer) or Delhi (during the winter) and Calcutta offices by the Manager, Indian News Agency. The class Prefix will be INA and the messages will be distributed by the three offices named above to the Government officials mentioned in Appendices 13, 14 and 15 as well as to all newspapers or news agencies named in Appendix 14. A monthly serial number, with the distinguishing letters "S", "D" or "C" affixed, must be allotted to those messages by the Simla or Delhi and Calcutta offices, and signalled after the Office of origin and appear on the copies delivered. In transmission these messages should be treated as *Express*.

Lengthy Indian News Agency messages should be split up into parts of 150 words each by the office of origin before transmission. The office of destination may send out these several parts separately to newspapers and news agencies but the message, as a whole (and *not* in separate parts), should be delivered to Government officials. All the parts must be numbered consecutively and each one of them except the last should conclude with the words "More to follow" (MTF). The last page should conclude with the words "End of message". The serial number of the message must be quoted with the second and subsequent parts. The following is an example of the order of signalling these messages:—

PART I.

Class Prefix . . . . .	INA.
Code Time . . . . .	P.
Office of Origin . . . . .	Delhi.
Date . . . . .	3
Serial No. . . . .	2
Service Instructions . . . . .	Part one.
Signal of Separation . . . . .	..
Text . . . . .	Text
Signal of Separation . . . . .	..
Further Particulars . . . . .	MTF.
Finis . . . . .	..

PART II.

Class Prefix . . . . .	INA.
Code Time . . . . .	PA Contn P.

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Office of Origin . . . . .	Delhi.
Date . . . . .	3
Serial No. . . . .	2
Service Instructions . . . . .	Part two
Signal of Separation . . . . .	..
Catch Word . . . . .	Many
Text . . . . .	Text
Signal of Separation . . . . .	..
Further Particulars . . . . .	End of message
Finis . . . . .	..

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The Manager, Indian News Agency, will hand in his telegrams to the Telegraph Office at the headquarters of the Indian News Agency—at present Calcutta or at Simla (during the summer) and at Delhi (during the winter). The Calcutta office should maintain two complete lists (I) of officials of the Government of India to whom the telegrams should be transmitted and (II) of officials of Local Governments and other Administrations. All changes in list (I) will be communicated by the Manager INA, to the Director-General of Posts and Telegraphs, Traffic Branch, Simla or New Delhi, who will communicate the same to Postmaster-General concerned for necessary action and to the Calcutta Office to enable that office to make necessary alterations in its list. All changes in List (II) will be communicated by the Manager, Indian News Agency direct to the Calcutta office or to the Simla office (during the summer) and to the Delhi office (during the winter) which will arrange for the supply, or otherwise, of Indian News Agency telegrams accordingly and inform the Director-General of Posts and Telegraphs, Traffic Branch, to permit of necessary corrections to the Appendices being notified. The Calcutta office has instructions regarding the charges that are to be levied from Government officials for the supply of Indian News Agency telegrams to them. All other offices have no concern with these telegrams except (1) to transmit or deliver copies to officials named in Appendices 13, 14 and 15 and (2) to take necessary action to supply the INA to fresh officials or discontinue to existing officials on receipt of instructions to that effect from the Calcutta office or the Simla office (during the summer) and the Delhi office (during the winter) or Head of the Circle.

If any of the officials mentioned in Appendix 14, or those authorised by letter or telegram to receive copies of Indian News Agency telegrams at specified places, are not furnished with copies owing to their absence from the station, the office of delivery should at once report the fact by wire to the Calcutta office and to the Officer-in-Charge of Telegraph Check Office, Calcutta (abbreviation T. C. O. CA). Similar action should be taken when delivery is resumed. The permanent discontinuance of Indian News Agency telegrams to any of the officials referred

to above or in Appendices 13, 14 and 15 should be reported in a similar manner.

The Manager, Indian News Agency, is allowed the privilege of sending messages at Press rates when telegraphing to his correspondents in India in connection with the Indian News Agency messages. He is also authorised to receive Press messages from various parts of India addressed to him by name or to *Despatch*, Delhi (or Simla).

Redirection charges for Indian News Agency (INA) messages should be recovered from Government officials; the office of delivery should furnish the Telegraph Check Office at the end of each month with a statement in the prescribed form for each official on whose account the messages were redirected (para. 350). Inland *Express* rates should be charged for redirection but if the copies are supplied from I. N. A. messages ordinarily received at the office of delivery, no additional charge should be levied beyond the charges for the transmission of the messages to the headquarters of the officials.

When the Viceroy, the Commander-in-Chief and the Heads of Local Governments or Administrations are on tour, Indian News Agency messages will be delivered in their camp offices. For other Government officials, if Indian News Agency messages are required to be delivered while on tour, delivery should be arranged from existing Departmental or Combined offices where long halts are made; where short halts for meals only are made, delivery should not be arranged unless there are Departmental telegraph offices which ordinarily receive such messages.

*Acceptance of Press communiqué for transmission at press messages rates without prepayment.*

\*352. The Director of Public Information, New Delhi or Simla, is authorised to communicate, when necessary, press communiqués to the following Provincial Publicity Officers by telegram at press messages rates :—

- (i) Director of Information, Bombay Secretariat, Bombay.
- (ii) Publicity Officer, United Provinces Secretariat, Lucknow.
- (iii) Publicity Officer, Central Provinces Secretariat, Nagpur.
- (iv) Publicity Officer, Bengal Secretariat, Calcutta.

These messages may be accepted without prepayment.

The word PROVPUB will be used as the abbreviated address of the above Provincial Publicity Officers followed by the name of the telegraph office to which the press messages are to be transmitted.

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**CHAPTER XX.****RECORDS.**

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

**166. PERIOD OF PRESERVATION.**—The originals of inland telegrams and all documents relating to them shall be kept for seven days only in Government Telegraph Offices, and shall then be sent to the Telegraph Check Office, Calcutta, where they shall be preserved for three months from the beginning of the month following that in which the telegram was handed in, and in the absence of any application under Rule 170 shall then be destroyed:

Provided that inland telegrams from offices situated on the Frontier beyond Kashmir and from offices specified by the Director-General in that behalf shall be so preserved for four months.

**166-A. INSPECTION OF ORIGINALS.**—Originals or copies of telegrams may be shown only to the sender, or to the addressee or to the authorised representative of either of them on proof, if required, of the identity of such persons. A charge of eight annas shall be made for such inspection.

**167. COPIES.**—The sender or the addressee of an inland telegram or the authorised representative of either, may on application to the Telegraph Office within seven days, or to the Officer-in-Charge of the Telegraph Check Office, Calcutta, within the period of preservation (Rule 166) be furnished with a certified copy of the original telegram, or of the copy as delivered at destination if a copy of the latter has been retained.

**168.** The charge for every copy furnished in conformity with Rule 167 shall be four annas for any number of words not exceeding 100, four annas for every complete 100 words after the first 100, and four annas for the remaining words, if any.

**169.** Every application for a copy shall contain such particulars as may be necessary for tracing the telegram to which the application relates.

**170. EXTENDED PRESERVATION.**—On the ground of pending or contemplated judicial proceedings, application may, within the period prescribed for the preservation of telegrams, be made by an interested party to the Officer-in-Charge of the Telegraph Check Office, Calcutta, for the further preservation of any specified inland telegram. Upon receipt of such application, such telegram, shall be preserved for a period of three months beyond the date on which it would become due for destruction under Rule 166; at the expiration of this further

period, the telegram shall, in default of a renewed application, be destroyed. The duty of the Telegraph Department shall be confined to making the search and preserving the telegram if found, and no information as to the result of the search shall be furnished, nor shall any telegram preserved under this Rule be produced except on the order of a Court of law or other competent authority.

**171. FEES FOR SEARCHING FOR TELEGRAMS.**—Should the particulars furnished be insufficient to enable the Check Office or the Telegraph Office, as the case may be, at once to trace a telegram which is the subject of an application under Rule 167 or Rule 170, search shall be undertaken only upon payment of the fee prescribed below, namely :—

	Rs.
For searching either the sent or the received telegrams of one telegraph office for one day . . . . .	2
For searching both the sent and the received telegrams of one telegraph office for one day . . . . .	3

**353.** The instructions relating to records will be found in Chapter V of Part I of this Volume, as well as in the *Message Revenue Account Code*.

**354.** A certified copy of the private communication contained in a telegraphic money order advice may be granted subject to the conditions laid down for ordinary telegrams.

## CHAPTER XXI.

## REFUNDS.

NOTE.—The rules in antique type are Indian Telegraph Rules of 1932.

**172. STATE TELEGRAMS.**—Save as otherwise provided under Rule 176, a refund shall not be made in respect of a State telegram of any class.

**173.** Refunds in respect of charges paid on Raj or inland private telegrams shall, in the cases and to the extent mentioned below and upon application or complaint made in accordance with the provisions of Rule 175, be payable to the person by whom such charge was originally paid, namely :—

- (1) A refund of the full charge paid for every telegram which, through the default of the Telegraph Service, has failed to reach its destination.
- (2) A refund of the full charge paid for every telegram which, through the fault of the Telegraph Service, has been subjected to serious delay.
- (3) A refund of the full charge paid for every collated telegram (Rule 130) which, owing to errors made in transmission, has manifestly failed to accomplish its object, unless the errors have been rectified by paid Service advices under Rule 57. No refund shall be granted in respect of errors made in the transmission of uncollated telegrams.
- (4) A refund of the full amount of every sum prepaid for a reply (Rule 122) when the addressee has not made use of the reply telegram form or has refused it (Rule 126), or, if the reply telegram form has been used, a refund of the difference, provided such difference be not less than eight annas, between the sum prepaid for the reply telegram and the sum chargeable for the telegram actually sent on the reply form (Rule 124).
- (5) A refund of the full amount of every sum prepaid for a reply to a telegram which has not been delivered (Rule 127).
- (6) A refund of the full charge paid for every telegram with prepaid reply which has obviously not been able to fulfil its object owing to a service irregularity which justifies the repayment of the charges for the reply.
- (7) A refund of the full charge paid for every prepaid reply which has obviously not been able to fulfil its object owing to a service irregularity which justifies the repayment of the charges for the original telegram.

- (8) A refund of the special charges for any special service which has not been performed.
- (9) Save as provided by Rule 62 a refund of the full charge paid for every paid service advice sent under Rule 57 if the repetition shows that the word or words repeated were originally transmitted incorrectly.
- (10) A refund of the full charge for every paid service advice sent under Rules 57—60 and necessitated by an error of the Telegraph Service.
- (11) A refund of the value of excess stamps affixed by the sender (Rule 94).
- (12) A refund of the charge paid for a telegram cancelled before transmission, less a fee of four annas (Rule 97).

174. In case of a partial refund in respect of an inland multiple telegram (Rule 138) the charge paid for each copy shall be deemed to be the quotient obtained by dividing by the number of addressees the total charge paid for the multiple telegram.

355. If any portion or portions are deleted either in a press message to a single address at the office of origin or destination or in a multiple address press message at the office of origin, the amount refundable will be the difference, if any, between the amount originally charged for and that determined afresh on the revised number of chargeable words (after deletion of the portion objected to) at the usual press rates. If, however, any portion or portions are deleted from one or more copies of a multiple address press message at the offices of destination, refunds may be granted in accordance with the formula given below :—

$$\text{Refund} = \frac{\text{sharing cost}}{\text{original number of words}} \times \text{Number of words deleted.}$$

No distinction should be made between paid and bearing press messages in the matter of refunds.

175. (1) Complaints respecting inland telegrams and claims for refund involving complaints against the service shall be made to the Director-General or to the appropriate Postmaster-General, and claims for refund which do not involve complaint against the service shall be made to the Officer-in-charge of the Telegraph Check Office, Calcutta :

Provided that claims for refunds on account of (1) paid Service Advices (Rule 57), (2) overcharges or telegrams stamped in excess by the sender (Rule 94) or (3) telegrams stamped and cancelled before transmission has begun (Rule 97), may, if made within seven days from the date of the telegram, be presented at the Departmental Telegraph Office or Combined Office at which such advice or telegram was handed in.



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(2) Every such claim or complaint shall be accompanied by documentary evidence of the nature specified below, namely :—

- (a) in case of non-delivery or of delay, the receipt (Rule 89) granted for the telegram and a written statement from the addressee;
- (b) in case of alteration or omission, the copy of the telegram delivered to the addressee;
- (c) in case of an unusual reply telegram form (Rule 126) the reply telegram form delivered to the addressee;
- (d) in case of paid service advices (Rule 57) the receipt for the repetition message and the correction memorandum granted in connection therewith by the Telegraph Office of delivery;
- (e) in all other cases, the receipt (Rule 89) granted for the telegram.

(3) No claim for refund shall be considered unless received by the appropriate officer within two months from the date of the telegram in respect of which the claim is made.

**176. STATE, RAJ OR PRIVATE.**—When no doubt exists that an overcharge has been made on an Inland State, Raj or Private telegram by the mistake of an official at any Telegraph Office, the overcharge shall be at once refunded by such office.

**356.** Detailed instructions on the subject of refunds are given, wherever necessary, in the paragraphs of this Volume dealing with specific rules under which refunds are admissible. See also para. 125.

**357.** Letters containing complaints and claims for refunds must be fully prepaid by the public. Applications to the Check Office for refunds must also be paid for by the public in postage stamps (*vide* clause 47 of the Post and Telegraph Guide).

**NOTE.**—Telegraph and Telephone complaints addressed to Telegraph and Telephone officials will also be accepted under the conditions laid down in Note under clause 46 (1) of the Post and Telegraph Guide

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# POSTS AND TELEGRAPHS MANUAL.

## Volume XI. Traffic Instructions.

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